



RETOUCH
DESIGN - BUILD - RENOVATE

Best Practice Approval Sheet
Trim, Doors, Windows and Cabinets

Prep

- Materials are delivered and neatly organized at job site

Trim

- Butt joints are made using 45 degree angle away from main line of sight
- Inside corners are made using coped joint
- All joints are tight enough to prevent paper from being pushed between the pieces
- All joints are level (not visible >3')

Doors

- Doors installed square, plumb, and level to <1/8" per 4'
- Gap between door and jamb is consistent (from 1/8" to 3/16" throughout)
- Door can be closed with one finger and will latch without being forced
- Hinges and latch pocket are mortised cleanly

Windows

- Windows installed square, plumb, and level to <1/8" per 4'
- New installations flashed according to code
- Remodels installed with sill tape, caulk onto jamb stops, and insulated at perimeter with Door/Window Great Stuff

Cabinets

- Cabinets installed plumb both ways and level
- Installed without spacing between boxes
- Properly fastened to each other and to studs
- Properly shimmed

Final Stage

- All work has been completed
- Client Walkthrough has passed
- All related change orders have been resolved
- **Cut sheets and warranties from product have been given to Coordinator**
- Extra product and materials have been removed from site
- Field Worker Policy is being maintained

General Requirements

- Work was completed on time
- Daily check-in/out was conducted through Project Coordinator
- Workspace was rolled up and swept clean daily
- We have current certificate of insurance (with worker's comp and liability) on file