



RETOUCH
DESIGN - BUILD - RENOVATE

Best Practice Approval Sheet ***HVAC***

Rough-In

- Materials are delivered and neatly organized at job site
- All trash and debris is swept/vacuumed and removed or bagged
- Seams are visibly clean, and insulated or taped as needed
- Ductwork is run in clean, straight lines and with minimal structural damage
- All work is done according to current IRC and any applicable local codes
- Rough-in City Inspection is passed (where applicable)

Substantial Completion

- Materials are neatly organized at job site
- All trash and debris is swept/vacuumed and removed or bagged
- Covers have been installed level and tight to the wall
- Field Worker Policy is being followed

Final Stage

- All work has been completed
- Final city inspection has passed
- Client Walkthrough has passed
- All related change orders have been resolved
- **Cut sheets and warranties from all fixtures/products have been given to Coordinator**
- Extra product and materials have been removed from site

Excellence Bonus

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

To collect 2% bonus with final draw, have this signed: _____ / ___/ ___/ ___

**Only applicable on select projects