

Interior Trim

Trade Contractor _____ Job Name, Number _____

Check floor plans for vinyl and carpeted areas. Complete all trim work on first visit. Check with building superintendent if you have any questions.

Pass/Fail/NA

- All work complies with locally adopted codes and International Residential Code.
- All work is performed in a safe manner according to OSHA standards.
- The jobsite is left clean.

Doors

- Shims are installed behind all exterior doors, and hinge screws are installed. The framer normally tacks the exterior doors in place through the brick mold. It is the trim carpenters' responsibility to install the shims and hinge screws.
- Exterior entrance door is shimmed and trimmed, and dead bolts on exterior entrance doors are installed.
- Interior doors are set from the subfloor in carpeted and wood floor areas, to allow the door to clear the floor coverings.
- Hinge side of doors are plumb $\pm \frac{1}{8}$ " and nailed tightly against jack studs or shims.
- Doors are shimmed on the hinge side only if the opening is out of plumb.
- Special doors such as in hallways are centered in the opening and shimmed accordingly.
- Shims are installed directly behind the strike plate and nailed securely.
- Doors operate properly and do not swing shut on their own, nor squeak.
- A $\frac{1}{8}$ " consistent margin or spacing is maintained between the door and door jamb to allow for paint, temperature, and humidity changes so the door won't bind or stick.
- All miter joints fit tightly.
- Casing is nailed to both the jamb and the jack studs 16" o.c. and nails are set.
- Face nails in the casing are held back about 3" to 4" from the ends of the casing so the casing will not split.
- Face nails in the casing at the miter joints are not enough. Miter joints that are installed in the field (non-split jambs) are nailed down from the top and in from the side through the miter joint to hold the miter joint together.
- Locks are installed on all doors.
- Door bumpers are installed on all doors.
- The lock adjustment is checked and adjusted as necessary.

- The thresholds on the exterior doors are adjusted. It should be just snug with no daylight.

Baseboards

- Check for correct style and size**
- The baseboard is raised ½" in carpeted areas.
- Baseboards are nailed with two (2) 8d nails on each stud only and within 8" of all corners.
- All shims are removed from under baseboards.
- The base shoe is cut and tacked in place in vinyl areas.
- All crown molding, chair rail, and miscellaneous trim is installed straight, and shims are removed from under baseboards.
- Inside corners are coped for tight fit. There are no 45° mitered inside corners.

Fireplace

- Check for correct style of mantel**
- There are no gaps in the fireplace trim between the mantel and the wall.
- Mantel is installed securely.

Windows

- Windowsills are installed level and secure.
- Sill is tight against the window and the side jamb.

Disappearing stairs

- Disappearing stairways to attic are shimmed and installed with 3" screws after nailing frame and trim.
- Legs are cut on proper diagonal to ensure maximum support for stairs.

Cleanup

- All excess material is neatly stacked for return or use on another job.
- All trash and unusable material are removed and placed in the designated trash area.
- House is thoroughly swept out and cleaned. All debris is removed to designated trash area.

The Trade Contractor understands and accepts responsibility for items on this checklist and verifies these items have been checked and are acceptable. In the event these items are not completed to our satisfaction, the Trade Contractor agrees, upon notification, to correct these items promptly, or gives the company the right to correct these item(s) and back charge the Trade Contractor accordingly. I hereby verify that the above items have been checked and are acceptable. I understand that this checklist must be turned in with the invoice in order to receive payment on this job.

Signature _____ Date _____