

Design & Drawings Development Checklist

Date: _____
 Project: _____
 Address: _____

Need: flashlight, ladder (at least 6'), camera, cover-alls (plastic sheet), tape measures (long & short), pad of paper, levels, laser, compass, GPS

-] **Exterior** –
-] Buildings' dimensions & footprints
-] Buildings' locations & orientations on property – closest property line
-] Roof ridges
-] Plantings – close to buildings – to prune/move
-] Siding / stucco / exterior surfaces
-] Trim treatment / detailing / material / stained / painted / stacked up
-] Wood in contact with ground
-] Fences in contact with buildings
-] Fireplace – location, size, material
-] Doors – man, garage, other
 - placement
 - sizes (width, height, thickness)
 - trim
 - type (swinging, by-pass, pocket, overhead, roll-up, other)
 - jambs – wall thickness
 - hardware – type, finish, function
-] Windows/ patio doors –
 - placement
 - sizes
 - trim
 - type – (DG, horizontal/vertical sliding)
 - frames – (aluminum, vinyl, wood)
-] Air conditioning condenser/compressor
-] Services – water, gas & electrical meters, panels (service size – amps) – locations / sizes – anything o/head / u/ground; house sewer clean-out; sizes of main pipes for water and gas
-] Gutters, downspouts – type, sizes, locations
-] **Photographs** – entry, all elevations, services locations, fireplaces, overhangs, roof lines (from ground); front, sides & back yards

-] **Interior** –
-] Trim treatment / detailing / material / stained / painted / stacked up

-] Floor plan, dimensions (accurate exterior & rooms /areas considered in remodel)
-] Locate –
 - electrical panels (brand, age/ tags indicating changes o/ years, types of breakers, main breaker/ size of service, breakers/fuses, approximate sizes of breakers, anything unusual or needing work)
 - skylights
 - gas appliances (gas supply line sizes)
 - 220v. electrical appliances
 - forced air heating unit, air conditioning unit, water heater, electric baseboards, other heating systems (floor, radiant)
 - heat register locations/ return air register
-] Closets – sizes, locations
-] Rooms – dimensions / labels / other
-] Doors –
 - placement
 - sizes (width, height, thickness)
 - trim
 - type (swinging, by-pass, pocket, other)
 - jambs – wall thickness
 - hardware – type, finish, function
-] Interior finishes –
 - walls – drywall, other
 - ceilings – drywall, other
 - textures – walls, ceilings
 - wood trim details, crown, base, stools, aprons, casings, jambs, other
 - flooring – types, what spaces
 - paints – sheens, # of colors
 - cabinets – color/finish, species, pulls/ knobs
 - counter-tops, splashes
 - other built-ins
-] **Photographs** – elevations with cabinets,

fixtures, panels, etcetera

] **Structure(s)** –

] Roof – construction

- trusses or stick-framed / combination
- anything sagging / tipping / etcetera
- framing spacing
- slope
- type / thickness of roof sheathing
- orientations of ridges
- hip/ gable/ other, roof type
- overhangs – distance, rafters/tails
- insulation
- vents – sizes and locations
- attic access & size
- anything unusual about roof/ceiling structure

] Floor – construction

- joists size and spacing
- level, sagging, humped
- posts
- ledgers
- anchor bolts / hold-downs
- hangers and other hardware visible
- type and thickness of subfloor
- bolts/plates at perimeter
- insulation
- vents to crawl – sizes and locations
- crawl access and size

] Walls – construction

- wall thicknesses
- plumb, bowed, leaning
- platform or balloon framed
- posts & beams
- plaster, paneling

] Ceilings – construction

- ceiling joists – spacing, orientation
- sagging, loose boards
- stains – water, other

] Foundation – construction (stem wall/ spread footing, pier/ grade beam, other)

- type (concrete, block, other)
- size – width, height

- rebar (if evident)
- footing size: how far it projects from foundation wall
- vents – sizes and locations

Transitions (changes in elevation)

- house to yard
- other things?

] **Photographs** –

- attic – for structure, locations of services and bearing walls, anything noteworthy, wall, ceiling & floor cracking
- crawl space – for structure, locations of services and bearing locations, anything noteworthy, cracking / settling and such

] **Mechanical & Electrical** –

] Electrical outlets, switches, lights, other – items already replaced by owners

] Plumbing items –

- fixtures & trim
- hose bibbs
- appliances
- water – shut-off, location, meter
- house drain clean-out
- water heater type, size, location
- Well – where, electrical circuit size

Septic – where, approximate size

] HVAC items – registers, returns, equipment – location, size

] **Photographs** –

- equipment plates – water heater, FAU, A/C
- vents, gas and electrical hook-ups, drains

] **General** –

] Demolition considerations

] Access, route to work area, parking considerations

] **Photographs:**

- interior and exterior surfaces
- a number of angles of everything
- roofing
- windows
- doors / hardware