

Completing the Job: A Checklist

Before you sign off and make the final payment, use this checklist to make sure the job is complete. Check that:

- >All work meets the standards spelled out in the contract
- >You have written warranties for the materials and workmanship
- >You have proof that all subcontractors and suppliers have been paid.
- >The job site has been cleaned up and cleared of excess materials, tools and equipment
- >You have inspected and approved the completed work.