

## Sample Job Completion Checklist

Each contractor trade and/or job type will require a different checklist, based on the type of work being performed. Below are a few examples of some of the items that may be included in a job completion checklist. This list is not an all-inclusive checklist. You should develop a checklist based on your specific trade and business practices. Photograph any prior damage before beginning work and document any conversations with customers.

### Gas Work:

- Check all fittings/connections for leaks and ensure they're completed according to local and national building codes.
- Test gas pressure to ensure no leaks.
- Clean work area upon completion.

### Plumbing Work:

- Check all fittings/connections for leaks and ensure they're completed according to local and national building codes.
- Clean work area upon completion.

### Electrical Work:

- Electrical connections are proper and completed according to local and national building codes.
- Breakers are turned back on.
- Clean work area upon completion.

### Appliance Installation Work:

- Check all fittings/connections for leaks.
- Appliance tested and operating correctly.
- Owner provided appliance manuals, warranties, and an overview of operating procedures.
- Clean work area upon completion.

Job Assignment/Location: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Employee: \_\_\_\_\_ Received by: \_\_\_\_\_

