

Pre-Construction Checklist

- Verify that homeowner responsibility items have been completed if they are required before EAA Home Modifications can be started.
- Confirm that all installation providers meet DHS requirements.
- Verify that the Service Agreement covers all aspects of the approved bid.
- Make sure that any upgrades requested by the person are covered in a separate agreement between the person and installation provider.
- Confirm that all upgrades being requested by the person align with the accessibility and safety goals of project.
- Have agreements signed by installation providers, the person and all owners; and each should receive a copy.
- Conduct a Pre-Construction meeting involving yourself (Lead Agency), the person, and all installation providers, (and assessment providers needed).
- Coordinate the arrival of any SES (DME and AT) that will be integrated with the EAA Home Modification, so that it can be tested before the final walkthrough.
- Create a list of important check points and expected completion dates.

Example:

- Check Point 1 – Demolition _____ (approx. date)
 - Check Point 2 – Rough-in _____ (approx. date)
 - Check Point 3 – Construction _____ (approx. date)
 - Check Point 4 – Fixture Installation _____ (approx. date)
 - Check Point 5 – Flooring and Wall Finishes _____ (approx. date)
 - Check Point 6 – SES/AT/DME _____ (approx. date)
 - Check Point 7 – Wrap Up _____ (approx. date)
- Check in periodically with the person and the installation providers to verify check points are complete, and the project is on track.
 - Follow up on any issues with appropriate installation provider as needed (if behind schedule, incorrect installation, unforeseen conditions).