

### **Final Walkthrough Checklist**

- Schedule a date for the final walkthrough, to be attended by yourself (Lead Agency), the person and all installation providers (and assessment providers if needed).
- Confirm all items outlined in the service agreement are complete.
- Physically inspect all areas that were modified or adapted; and verify that everything appears complete with good workmanship.
- Make sure the person has physically tested all fixtures and equipment that was installed; and verify that it adequately addresses the safety and accessibility goals of the project. This should include and SES (DME and AT), that was ordered or installed in conjunction with the Home Modification project.
- Make sure the person has functionally tried all spaces that were modified; and verify that the modifications adequately address the safety and accessibility goals of the project.
- Create a list of any items still requiring resolution (corrected installations, painting, moldings, damages) and create a “punch list” for the installers.
- Make sure training for any SES (DME and AT), that was ordered or installed in conjunction with the Home Modification, has been completed or scheduled.
- Wait for confirmation from the installation provider and/or person that the punch list items have been resolved.
- Have the agreement signed by the Lead Agency, the person, installation providers and owners; and provide a copy to everyone along with any warranties or guarantees. Be sure to keep a copy for your own records.
- Issue Final Payment if all of above have been addressed.