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).