

Built to Last

Participant Project Closeout Documentation and Checklist

- ☐ Final Itemized Work Scope (inclusive of change orders)
- ☐ Final Inspection Report and Work Completion Authorization (page 2 of this document)
- ☐ Warranty (Select 1)
 - ☐ Standard Warranty Certificate and Warranty Claim Form (page 3 of this document)
 - ☐ Standard Warranty Certificate (page 3) and Supplementary Warranty Materials (attached as additional)
 - ☐ Roof Warranty
 - ☐ Equipment Warranty: List _____
 - ☐ Other Warranty: List _____
- ☐ Release of Liens
- ☐ Other: List _____

I certify that I have received the materials and information listed above which concludes and closes my work project with the Built to Last Program.

Participant/ Homeowner Name [printed]

Participant//Homeowner Signature

Date

BUILT TO LAST
CLOSE-OUT INSPECTION REPORT
and
WORK COMPLETION AUTHORIZATION

PROJECT ADDRESS: _____

FINAL INSPECTION DATE/ DATE OF PROJECT COMPLETION: _____

_ As part of your participation in the Built to Last program, our team evaluated your home and completed a series of improvements targeted at:

- Structural and safety upgrades
- Energy efficiency
- General renovation and maintenance

The following report lists the work performed and the inspector's evaluation of the status of each item. Please retain this report for your records.

WORK LOCATION /WORK TYPE	WORK SCOPE	WORK COMPLETED INITIAL

Homeowner Name (Print)

Homeowner Signature

Date

Inspector Name (Print)

Inspector Signature

Date

BUILT TO LAST WARRANTY CERTIFICATION

As described more fully in Section 2 of your *Program Participation Agreement*, all work performed by Contractor pursuant to the Project Scope carries a general, one-year workmanship and equipment warranty. This general warranty ends one year after the **Construction Completion Date** (found at the top of page two of this document). If additional warranty coverage is applicable for your project this is noted on page 1 of this document.

WARRANTY PROCEDURE

To initiate the warranty procedure, please fill out the form below and send it to the Construction Manager and Contractor via: USPS mail, email, or by scanning or taking a picture and sending via text. If you are able, please also include photos of the impacted areas. If the Construction Manager or Contractor is unresponsive you may then email builttolast@philaenergy.org for further support and assistance.

WARRANTY CLAIM FORM

Address _____

Homeowner _____

Date _____

Preferred phone number _____ text capable? Y/N (circle one)

Please describe the issue(s) you are experiencing. Please note the date the issue(s) began. (use additional paper if needed)
