

Final Checkoff Sheet

Company		Date	
Job Name / Client		Job #	
Install Address			
Install Date		Crew Lead	
Truck / Trailer		Load # (if multiple)	

1) Jobsite Labels (Room + Position)

- Every cabinet/part is labeled by **room + position** (not shop code only)
- Labels are placed in the **same spot on every piece** (example: inside left side / back edge)
- Labels are **readable from staging** (not hidden under wrap)
- Any **left/right orientation** is clear (LH/RH, hinge side, etc.)

Label standard used (example): K-1 Left of fridge / LR-2 Media base right / OFF-3 upper over printer

2) Dry-Fit / Critical Fit Verification

- Long runs where cabinets meet were **dry-fit clamped** (or test-assembled)
- Tall units were checked for **plumb appearance** and straight reveals
- Any piece meeting a fixed point was verified (soffit/window/tile line/etc.)
- Reveals/gaps checked and approved: **doors align / face frames line up**
- Any known issue is documented (see notes section)

3) Quality + Function (Before It's Wrapped)

Cabinets / Cases

- Cabinets are **square enough to install** (no racking)
- Finished surfaces are protected (no raw edges exposed if they'll be seen)
- Shelves, pins, and supports are included where required



Doors / Drawers

- Doors installed and adjusted (or confirmed packed separately)
- Drawers installed and glide smoothly
- Swing direction verified (LH/RH)
- Touch latches / soft close / specialty hardware tested (if included)

4) Parts Included (No Surprises on Site)

- Toe kicks (all lengths) included
- Fillers included and labeled (and oversized if needed)
- Panels included (end panels, scribe panels, appliance panels)
- Light valances / crown / trim pieces included (if part of scope)
- Templates, scribe strips, or specialty pieces included
- Any "hold until later" items are clearly marked and tracked

5) Hardware Kit (Packed Like You're Installing in a Hurry)

- One hardware kit per **job** (or per room) is packed and labeled
- Hinges are separated by type and matched fasteners included
- Pulls/knobs counted and bagged (with screws correct length)
- Drawer slides boxed and labeled by cabinet/drawer type
- Specialty items bagged and labeled (LED drivers, brackets, latches, etc.)
- Extra fasteners included (reasonable spares)

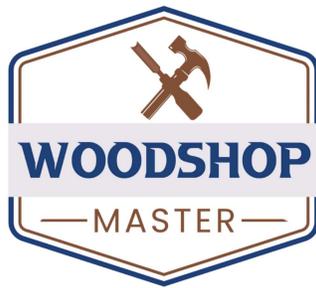
Hardware kit label: _____

Hardware location in truck: _____

6) Site Notes + Risks (So the Crew Isn't Guessing)

- Known wall issues noted (out of plumb / bow / corners weird)
- Pipe/electrical constraints noted
- Finished floor/trim conditions noted
- Any client requests or sensitive areas noted
- Install sequence notes included (what must go first / staging order)

Critical site notes (write clearly):



7) Protection + Load Plan (Prevent Damage + Wasted Time)

- Finished faces protected (blankets/foam/corners)
- Fragile parts marked “FRAGILE” (glass, panels, finished doors)
- Cabinets loaded in **install order** by room/sequence
- Wrap/straps won’t crush edges, reveals, or face frames
- Small parts box secured (nothing loose)

8) Final Count Check (Yes, Really)

- All pieces for this load are present (no “we’ll grab it later”)
- This load matches the install plan for the day
- If something is missing, it’s written here and assigned

Missing / follow-up items:

Sign-Off

Checked by (Shop):		Signature:	
Crew Lead (Install):		Signature:	

Final status (circle one): READY / READY WITH NOTES / NOT READY