

Project Planner Checklist for Vent Hood

1. ___ Was a permit pulled?
2. ___ Is scope of work complete?
3. ___ Is 7 STEP complete?
4. ___ Did you send an equipment layout and gas valve size to Guard Master?
5. ___ Who is the Installer & have you talked to installer before installation? What is the deadline?
6. ___ You verify you have all the supplies is in stock and matches Eclipse (need to purchase if not in stock)
7. ___ If purchase additional non-stock items you need to input into Eclipse with location
8. ___ Have you checked with the installers to go through the checklist to verify what all is complete?
(Have installers call you before they leave jobsite so that you can verify all is complete)
9. ___ Did you call for rough inspection the day after hood installation starts?
10. ___ Did you call for hood final?