

PCI READY CHECKLIST



MR.ENTHUSIAST

WHAT DOES A PRACTICAL COMPLETION INSPECTION ENTAIL?

You're on the home stretch!

Congratulations, you're almost ready to move into your beautiful new home. After thorough planning, decision making and endless paint swatches, your home is almost good to go. But before you're handed the keys and begin the process of moving in, we have one more task to add to your to-do list.

A Practical Completion Inspection, or PCI, is the crucial final step in your building process. A PCI involves meeting with your Site Supervisor to inspect your home and ensure that everything aligns with your original plans. During this process, you will need to check the interior and exterior of your home thoroughly while making note of any inconsistencies with the plans, or any issues that you may pick up on. You may also choose to engage a private building inspector to assist with the inspection and identify any areas of concern.

The PCI occurs before handover and is often referred to as the 'before handover period'. Given the importance of the PCI, we have created a guide and checklist to help you prepare and ensure that your home is perfect once it comes time to move in.

Please note, this is a general guide. It is not exact and may change based on your house design.



WHAT TO BRING TO THE PCI?

- The final copy of your plans, including any architectural drawings
- Your building contract and any other relevant documents
- Lightbulbs – we recommend bringing one for each different light fitting in order to test them (if you did not have LED included)
- A phone charger or something that can be used to test the power points
- A tape measure
- Your phone (to take pictures and use as a torch)
- A pen and notebook where you can make note of any issues and questions
- A ladder to access roof space if you want to check insulation etc

Your Site Supervisor should provide a ladder and stickers or masking tape which can be used to mark any areas of concern. You may wish to contact them prior to the PCI to ensure they will bring these along.

CHECKLIST GUIDE

Prior to the PCI, familiarise yourself with the Checklist so that you know what to be on the lookout for. Don't be afraid to ask questions before and during the PCI; it's always better to raise something as soon as it comes up rather than being left with any problems later.

Take note of any issues, including markings or stains. These may be easily removed, but it's better to note them down as a precaution. Ensure that you mark (with a sticker or tape) and photograph all potential defects. You can then provide the photos to your builder. After the PCI, your builder should give you an indication of how long some of the defects will take to be rectified. Usually 10 business days.

Note that we have created this Checklist to include as much detail as possible, some of which may not apply to your home. You may find it helpful to peruse this along with your plans in order to determine what's relevant to your home.

HELPFUL TIPS...

- Ensure to continually refer to the Checklist to ensure that you don't miss anything.
- After thoroughly inspecting each room and filling out the Checklist, do a final walk-through to see if you pick up on anything else.
- Ask the Site Supervisor if there are any materials leftover. Materials are expensive, so it's worth spending a little time and effort researching and thinking of ways you may be able to repurpose them.
- Ensure to speak respectfully, openly and clearly about your expectations and concerns. If you're unsure about something, ask questions and jot down any answers so you can refer back to them later.
- Bring someone along with you. If you can, engage an independent building inspector to accompany you. It can never hurt to have a second pair of eyes. We have partnered with Kyle from Nowotny Construction who has over 15 years experience in the Perth residential building industry and over 250 homes built as a construction site supervisor. Kyle has a strong understanding of how residential building companies operate and the processes that are involved in building a new home. Ask Kyle about the exclusive Mr Enthusiast rates available for building inspections with Nowotny Construction. Call Kyle on [0422 511 915](tel:0422511915) or email kyle@nowotnyconstruction.com.au

We wish you all the best with your PCI! Remember, it's normal for some issues to pop up, so don't be disheartened. After all, you and your builder are both working to create your dream home, so as long as you communicate well and have clear, realistic expectations, everything will go according to plan. If you have any questions, don't hesitate to reach out to our team.

EXTERNAL ITEMS

ITEM	YES	NO	NOTES
Brickwork			
Brickwork			
Has a brick clean been completed?			
Are there any chipped bricks?			
Are all mortar joints completed?			
Render			
Are there any chips, cracks or scratches in the render?			
Have all areas requiring render been completed?			
Has contrast render been applied to areas required?			
Has render been painted with no missed spot and to satisfaction?			
Have chips to render been patched?			
Roof, gutters and downpipes			
Are all eaves lined and painted?			
Have all downpipes been fitted and put on straight?			
Check your gutters, are they slotted? Have they all been installed?			
Has your fascia been installed straight?			
Are there any scratches or defects on your colourbond roof?			
Are the colorbond ridge cappings installed?			

EXTERNAL ITEMS

ITEM	YES	NO	NOTES
External windows & doors			
Are all seals installed?			
Ensuring opening section of windows are installed as per plans			
Has obscured glass been installed in private areas?			
Are there any scratches on the glass?			
All windows and doors open and close without issues?			
Is there any damage to doors or windows?			
Is the hardware installed correctly and with no damage?			
Check if weather strips are installed to doors if required?			
Check that keys to doors and windows work.			
Ceilings and cornice			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Garage Door			
Garage door installed, no damage, dents or scratches			
Garage door function working well and controls provided & installed			
Miscellaneous			
External paving installed to correct areas, no cracks or damage and all levelled?			
No damage or cracks to crossover, curbing or footpath?			
Site is clean and all rubbish has been taken away.			

ENTRY

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			

ENTRY

ITEM	YES	NO	NOTES
Any junction boxes (if applicable) are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			

HALLWAY

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly as per plan?			
Door installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			

HALLWAY

ITEM	YES	NO	NOTES
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			

MASTER SUITE

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			

MASTER SUITE

ITEM	YES	NO	NOTES
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			

LIVING

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			

LIVING

[illegible]

DINING

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			

DINING

ITEM	YES	NO	NOTES
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			

KITCHEN & SCULLERY

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			

KITCHEN & SCULLERY

ITEM	YES	NO	NOTES
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Benchtop			
Are there any cracks, scratches or foreign items stuck on benchtops?			
Is the silicon around the edge applied evenly?			
Cabinetry			
Check to see if all drawers and cupboards open and close properly			
Shelves inside cupboards have been installed?			
Are there chips or scratches?			
Check to see if laminate edging has been applied.			
Shelving to pantry/WIP installed?			

KITCHEN & SCULLERY

ITEM	YES	NO	NOTES
Plumbing items			
Do all taps work?			
Does it run hot water?			
Are there any scratches or damage on plumbing items?			
Dishwasher - Has plumbing been allowed for and installed?			
Appliances			
Hotplate - Does it turn on, and all gas/induction plates turn on?			
Rangehood - Does it turn on and the lights work?			
Oven - Does it turn on? Do all functions and lights work?			
Fridge - Has the fridge tap been installed?			

LAUNDRY INCL LINEN

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			

LAUNDRY INCL LINEN

ITEM	YES	NO	NOTES
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Are doors sealed and painted?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Benchtop			
Are there any cracks, scratches or foreign items stuck on benchtops?			
Is the silicon around the edge applied evenly?			
Cabinetry			
Check to see if all drawers and cupboards open and close properly			
Shelves inside cupboards have been installed?			

LAUNDRY INCL LINEN

ITEM	YES	NO	NOTES
Cabinetry			
Are there chips or scratches?			
Check to see if laminate edging has been applied.			
Shelving to pantry/WIP installed?			
Plumbing items			
Do all taps work?			
Does it run hot water?			
Are there any scratches or damage on plumbing items?			
Dishwasher - Has plumbing been allowed for and installed?			

ENSUITE & ENSUITE WC

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Are doors sealed in WC and bathroom?			

ENSUITE & ENSUITE WC

ITEM	YES	NO	NOTES
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Benchtop			
Are there any cracks, scratches or foreign items stuck on benchtops?			
Is the silicon around the edge applied evenly?			
Cabinetry			
Check to see if all drawers and cupboards open and close properly			
Shelves inside cupboards have been installed?			
Are there chips or scratches?			
Check to see if laminate edging has been applied.			
Shelving to pantry/WIP installed?			

PLUMBING ITEMS

ITEM	YES	NO	NOTES
Plumbing items			
Do all taps and plumbing fixtures work?			
Does it run hot water?			
Are there any scratches or damage on plumbing items?			
Toilets - Does it flush properly?			

BATHROOM & POWDER ROOM/WC

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door and window locks installed and keys provided			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Are doors sealed and painted?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			

BATHROOM & POWDER ROOM/WC

ITEM	YES	NO	NOTES
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Benchtop			
Are there any cracks, scratches or foreign items stuck on benchtops?			
Is the silicon around the edge applied evenly?			
Cabinetry			
Check to see if all drawers and cupboards open and close properly			
Shelves inside cupboards have been installed?			
Are there chips or scratches?			
Check to see if laminate edging has been applied.			
Shelving to pantry/WIP installed?			
Plumbing items			
Do all taps work?			
Does it run hot water?			
Are there any scratches or damage on plumbing items?			
Dishwasher - Has plumbing been allowed for and installed?			

BEDROOM 2

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Flooring			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			

BEDROOM 2

ITEM	YES	NO	NOTES
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			
Robe sliding doors installed and run smoothly on track?			
Robe door fronts - No scratches or defects shown?			
Robe internal shelving and rail installed with no defects?			

BEDROOM 3

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			

BEDROOM 3

ITEM	YES	NO	NOTES
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical items			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			

BEDROOM 3

ITEM	YES	NO	NOTES
Miscellaneous			
Room is clean and tidy?			
Robe sliding doors installed and run smoothly on track?			
Robe door fronts - No scratches or defects shown			
Robe internal shelving and rail installed with no defects?			

BEDROOM 4

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			

BEDROOM 4

ITEM	YES	NO	NOTES
Electrical items			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			
Robe sliding doors installed and run smoothly on track?			
Robe door fronts - No scratches or defects shown			
Robe internal shelving and rail installed with no defects?			

THEATRE

Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			

THEATRE

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical items			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			

BEDROOM 3

ITEM	YES	NO	NOTES
Miscellaneous			
Room is clean and tidy?			
Robe sliding doors installed and run smoothly on track?			
Robe door fronts - No scratches or defects shown?			
Robe internal shelving and rail installed with no defects?			

MISCELLANEOUS

Aircon - aircon unit and vents installed and all working.			
HWS (hot water system) - Installed in correct location			
External garden taps - All connected and installed in correct locations			
Smoke alarms (minimum x2) - Installed and working			

GARAGE

ITEM	YES	NO	NOTES
Ceilings, cornice and skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to ceiling?			
Man hole Installed in correct location and size (if applicable)?			
Walls, Windows and doors			
Has a brick clean been completed (if applicable)?			
Are there any chipped bricks?			
Are all mortar joints completed?			

GARAGE

ITEM	YES	NO	NOTES
Door & window locks installed and keys provided?			
Are there any chips, cracks or scratches in the render?			
Flooring			
Foam Bedding on outside of slab installed between grano and bricks to reduce expansion cracks?			
Grano - No chips, scratches or marks?			
Epoxy flooring - Is it installed? Any marks or stains?			
Hoist option: Any confirmation or photo of slab reinforcement being complete?			
Recess for hoist is visible and ceiling is gyprocked in that section as per the plans?			
Electrical items			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			
Any Junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			

EXTRA TIPS...

- Check ceiling heights: Use tape measure to go from floor to ceiling or count the bricks. From bottom to top if it has 14 bricks and one half brick that means it is 29c (each brick is 2c). Then relay with the floor plan. If plan says 28c ceiling and -1c grano that means the total must be 29c.
- Check if epoxy has been poured if applicable and that it's sealed all the way around. If there is residue, raise for it to be cleaned off.
- Check from render, gables etc that it has been painted.
- Hoist recess section: Check that it has been done correctly with the measurements based on the floor plan.
- Garage door can be done post handover as long as it's confirmed and has a locked in date due to massive delays in industry.

ADDITIONAL ROOM

Write name here:

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			

ENTRY

ITEM	YES	NO	NOTES
Any junction boxes if applicable are installed?			
Light temperature (colour of light) correct and consistent?			
Miscellaneous			
Room is clean and tidy?			
Robe sliding doors installed and run smoothly on track?			
Robe door fronts - No scratches or defects shown			
Robe internal shelving and rail installed with no defects?			

ADDITIONAL ROOM

Write name here:

ITEM	YES	NO	NOTES
Ceilings, cornice & skirting			
Are ceilings and cornice painted?			
Are there any cracks or damage to cornice or ceiling?			
Skirting has been installed and painted (if floorboards)?			
Walls, windows and doors			
Any paint defects?			
Door hardware installed?			
Door orientation installed correctly?			
Door & window locks installed and keys provided?			
Any defects (scratches, dents, etc) to doors, door hardware, windows or glass?			
Have fly screens been installed?			
Flooring			
Direction of flooring laid consistently?			
Grout lines consistent?			
Are there any defects (chips, scratches, dents, lifting, marks or damage?)			
Electrical			
All lights switch on?			
Are powerpoint locations correct and work? (Plug your phone and phone charger into each socket to ensure powerpoints work)			
Switch locations are correct?			

ADDITIONAL ROOM

Name 1: _____ Site Address: _____ PCI Date: _____

Name 2: _____

[illegible]

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