



APCA CONTRACTOR'S CHECKLIST

The checklist below will assist you with the certification process:

- 1) Submit your Request for Inspector Form with payment as indicated on the form, and a minimum of fourteen days' notice prior to project start date.
- 2) Submit your product list with 9900 or 9950 description (only the pertaining section is required) and a room finish schedule.
- 3) Download the Product Substitution and Technical Information forms if you are using non-specified products.
- 4) The Technical Committee will review the forms and approve or make alternate suggestions.
- 5) Inspections start and reports are submitted to the office for distribution (to paint contractor, general contractor (if requested), architect and owner).
- 6) Paint samples, MSDS sheets and technical data sheets must be submitted.
- 7) Once all reports are done, providing all payments have been received, a Certificate of Guarantee will be sent to all parties involved, assuming all deficiencies have been signed off, and submitted to the office.

APCA Project Information for your records:

Project Name:	Date of Tender:
Location/Address:	Start Date:
City, Province:	Approx. End Date:
Postal Code:	Contract Amount:

General Contractor

Company:	Contact Name:
Address:	Phone:
City, Province:	Fax:
Postal Code:	E-mail:

Architect

Company:	Contact Name:
Address:	Phone:
City, Province:	Fax:
Postal Code:	E-mail:

Owner

Company:	Contact Name:
Address:	Phone:
City, Province:	Fax:
Postal Code:	E-mail:

Date	Item	Comments
	Request for Inspector sent to APCA with payment indicated on the form	
	If applicable, remaining payment due at 45 days and/or before final report will be issued	
	Product Submittal Form, Section 9900 or 9950 with description and room finish schedule, paint samples, MSDS sheets and technical data sheets sent to APCA	
	If using non-MPI specified products:	
	<ul style="list-style-type: none"> • Submit Product Substitution Form 	
	<ul style="list-style-type: none"> • Products approved by APCA 	
	<ul style="list-style-type: none"> • Submit Technical Information Form 	
	Inspections:	
	<ul style="list-style-type: none"> • First report received from APCA 	
	<ul style="list-style-type: none"> • Second report received from APCA 	
	<ul style="list-style-type: none"> • Third report received from APCA 	
	<ul style="list-style-type: none"> • Deficiencies list signed by general contractor or architect 	
	<ul style="list-style-type: none"> • Deficiencies list submitted to APCA 	
	<ul style="list-style-type: none"> • Final inspection/approval 	
	<ul style="list-style-type: none"> • Received copy of Certificate of Guarantee 	