

## APCA CONTRACTOR'S CHECKLIST

The checklist below will assist you with the certification process -

- 1) Submit to the office (allow a minimum of fourteen days' notice prior to project start date):
  - (a) Request for Inspector
  - (b) Section 09 91 or 09 95 of Architectural Specifications (and any other sections pertaining to painting);
  - (c) Room Finish Schedule;
  - (d) Product Data Sheets/MSDS, paint samples;
  - (e) Payment in full for inspection fees.
- 2) If you are using non-specified products, submit the Product Substitution and Technical Information forms. The technical committee will review the forms and approve or make alternate suggestions.
- 3) Once the inspections start, reports are submitted to the paint contractor, general contractor, architect and owner on file.
- 4) 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, Prov., PC:		E-mail:	

**Architect**

Company:		Contact Name:	
Address:		Phone:	
City, Prov., PC:		E-mail:	

**Owner**

Company:		Contact Name:	
Address:		Phone:	
City, Prov., PC:		E-mail:	

**Inspector**

Name:		Phone:	
-------	--	--------	--

Date	Item	Comments
	Request for Inspector, payment and all documentation sent to APCA	
	Any missing contact information sent to APCA for information distribution	
	Inspection reports received from APCA	
	Final inspection/approval received from inspector	
	Received copy of Certificate of Guarantee	