

## Chapter 21. Final Finish Work

### 21.1 COMPLETING PUNCHLIST

### 21.2 CLEANING HOUSE

### 21.3 INSTALLING HVAC WARM AIR VENT COVERS

### 21.4 INSTALLING CLEAN FURNACE FILTER

### 21.5 FINISHING TOUCHES

#### Tools needed by volunteers:

Nail apron  
Tape measure  
Square  
Utility knife  
Pencil

#### Materials needed:

Air sealing caulk  
1¼” Hard finish nails  
Furnace filter  
Paint  
Wood putty  
Cleaning supplies  
Painter’s tape  
Cardboard pieces

#### Tools and equipment needed:

6’ level  
Caulk gun  
Vacuum cleaner  
Broom  
Flashlight/trouble light

#### Personal Protection Equipment:

Safety glasses (required)

**Safety First! Review the Safety Checklist before performing tasks in this chapter.**

## **21.1. COMPLETING PUNCHLIST**

1. Consult with the homeowner, compile a punchlist, and address all outstanding items on the list.

## **21.2. CLEANING HOUSE**

1. Remove window labels and wash windows. Install screens.
2. Clean shower and sinks.
3. Clean countertops.
4. Sweep basement floor.
5. Vacuum carpets.
6. Wipe up hard flooring.
7. Remove all scraps, cardboard, etc.
8. Clean off concrete slabs.

## **21.3. INSTALLING HVAC WARM AIR VENT COVERS**

1. Check that proper air sealing has been done around all warm air registers as explained in Section 12.3.3.3.
2. Clear any debris from inside or around the register.
3. Replace any temporary vent covers with permanent covers. Make sure vent cover adjusters work easily.

## **21.4. INSTALLING CLEAN FURNACE FILTER**

1. Mark the direction of the “air flow” on the furnace filter door (see Figure 21-1) to remind homeowners of the proper orientation for the filter when they subsequently replace it.



**Figure 21-1. Furnace Air Flow Direction.**

2. If there is a 1” thick “construction furnace filter” in place, remove it and replace it with a new 5” thick filter (if possible, show the homeowners how to do this and let them practice). Make sure the filter is installed with the proper air flow direction as shown on the side of the filter.

## **21.5. FINISHING TOUCHES**

1. Re-hang doors removed for carpet installation.
2. Use paint to touch-up all marks on walls. Leave one gallon of touch-up paint for the homeowner.
3. Use a flashlight or trouble light to double check that all nails have been set and puttied.
4. Lay protective cardboard over flooring. Cover living room carpeting first, then hallways and into bedrooms. Cover hard flooring last, if there is available cardboard. Make sure all cardboard is dry before using.

