

PROJECT CONTROL DOCUMENT

Residential Home Improvement Document Package Cover Sheet

Fillable routing cover sheet for residential owner-facing project documents.

Use this cover sheet to organize residential/homeowner documents where California home improvement contract requirements may apply. It does not replace a completed and signed contract.

Project / Reference

Requested By

Phone

Date

Site Address

Company / Agency

Email

SoCal Removal Contact

PACKAGE COMPONENTS

- ☐ Home Improvement Contract - letter-size copy prepared for review/signature.
- ☐ Notice of Cancellation form completed consistently with the contract.
- ☐ Change Order form available for extra work, concealed conditions, price changes, and schedule impacts.
- ☐ Attachment A, scope of work, exclusions, allowances, hazardous-material disclosures, and exhibits attached as applicable.

BEFORE SIGNATURE

- ☐ Owner/buyer name, project address, mailing address, phone, and email confirmed.
- ☐ Contract price, down payment, progress payments, approximate start date, and approximate completion date confirmed.
- ☐ Description of work, exclusions, permit responsibility, access conditions, and by-others responsibilities confirmed.
- ☐ Asbestos, lead, mold, PCB, or other hazardous-material report requirements reviewed before disturbance.

DURING PROJECT

- ☐ Written change order prepared before extra work starts where scope, price, payment, or schedule changes.
- ☐ Concealed conditions, quantities, photos, agency direction, consultant direction, and schedule impacts documented.
- ☐ Payment records, lien release records, owner communications, and closeout documents stored in the project file.

Notes / Action Items

REVIEWED BY

DATE

Public forms are for review and convenience only. Project-specific completed forms should be issued directly to the client and stored in the project file.