

Appendix 1: Forms and the Binders They Go In

Form	Chapter	Page	Binder
Apartment Area Checklist	5	128	4
Appliance Shopping Form*	11	280	9
Architect Comparison Chart	2	42	2
Architect Contact Information	1	9	4
Architect Meeting Notes*	1	21	5
Architect Questionnaire*	2	38	2
Architect Site Visit Form*	2	48	8
Attic Checklist	5	129	4
Bar Checklist	5	130	4
Basement Checklist	5	133	4
Basic Bedroom Fact Sheet	4	71	4
Basic Design Fact Sheet	4	67	4
Bathroom Applications for Stone/Tile Checklist	8	251	4
Bathroom Checklist*	5	134	4
Bathroom Hardware Shopping Form*	11	285	9
Bathroom Storage Item Checklist*	5	140	4
Bedroom Checklist*	5	143	4
Bedroom Closet Checklist*	5	144	4
Bedroom Closet Hardware Checklist	8	243	9
Bedroom Closet Hardware Shopping Form*	11	289	9
Blank Comment Form*	1	18	various
Breakfast Room Checklist	5	152	4
Builder Comparison Chart	2	46	2
Builder Contact Information	1	11	4
Builder Discussion Form*	13	345	12
Builder Meeting Notes*	1	23	5
Builder Questionnaire*	2	40	2

*You will need multiple copies of these forms.

Form	Chapter	Page	Binder
Butler's Pantry Checklist	5	153	4
Ceiling Fan Shopping Form*	11	281	9
Ceilings, Doors, Floors, Lighting, Walls, and Windows Checklist	6	212	4
Change Order Form*	2	49	8
Closets in Your Home Checklist	4	70	4
Common Household Item Storage Checklist	4	79	4
Consultant Contact Information	1	14	4
Consultant Meeting Notes*	1	26	5
Control Room Checklist	5	155	4
Dining Room Checklist	5	156	4
Door Hardware Checklist	8	247	9
Door Hardware Shopping Form	11	296	9
Driveway Checklist	5	157	4
Due Diligence Information Fact Sheet	3	60	3
Electrical Checklist	7	225	4
Electrical Item Shopping Form	11	282	9
Electrical Plan Review Checklist	10	270	0
Elevation Plan Review Checklist	10	273	4
Entire-Home Appliance Selections	12	306	11
Entire-Home Built-in Selections	12	309	11
Entire-Home Ceiling Fan Selections	12	312	11
Entire-Home Computer Wiring Selections	12	313	11
Entire-Home Door Hardware Selections	12	314	11
Entire-Home Exterior Component Selections	12	317	11
Entire-Home Exterior Paint Color Selections	12	323	11
Entire-Home Fireplace Selections	12	318	11
Entire-Home Fixed Mirror Selections	12	319	11
Entire-Home Floor Selections	12	320	11
Entire-Home Interior Paint Color Selections*	12	324	11
Entire-Home Plumbing Selections (Excluding Bathrooms)	12	325	11
Entire-Home Security Alarm and Integrated Home Automation Monitor System Selections	12	328	11
Entire-Home Stereo Equipment Selections	12	329	11
Entire-Home Stereo Speaker Selections	12	330	11
Entire-Home Stone/Tile Selections	12	331	11
Entire-Home Telephone Jack Selections	12	333	11
Entire-Home Television Selections	12	334	11
Entry Foyer Checklist	5	158	4

*You will need multiple copies of these forms.

Form	Chapter	Page	Binder
Exercise Room Checklist	5	159	4
Existing Contents of the Home Checklist	4	75	4
Exterior and Architectural Hardware Checklist	8	246	9
Exterior and Interior Christmas Lights and Decorations Checklist	9	262	4
Exterior Applications for Stone/Tile Checklist	8	252	4
Exterior Elements for Your Home Checklist	4	73	4
Exterior Front Entry Checklist	5	160	4
Exterior Hardware Shopping Form	11	300	9
Family Room Checklist	5	161	4
Floor Plan Review Checklist	10	267	4
Garage Checklist	5	162	4
Garage Item Storage Checklist	5	165	4
Garage Vehicle Checklist	5	164	4
Gas Log Fireplace Shopping Form*	11	302	9
Homeowner Association Information Fact Sheet	3	61	3
HVAC Checklist	7	228	4
HVAC Plan Review Checklist	10	276	4
Individual Bathroom Hardware Checklist	8	242	9
Individual Bathroom and Powder Room Plumbing Selections*	12	327	11
Individual Room and Closet Fact Sheet*	4	81	4
Interior Applications for Stone/Tile (Excluding Bathrooms) Checklist	8	249	4
Interior Designer Comparison Chart	2	44	2
Interior Designer Contact Information	1	10	4
Interior Designer Meeting Notes*	1	22	5
Kitchen Appliance Checklist	5	175	4
Kitchen Cabinet Layout Checklist	5	171	4
Kitchen Checklist	5	169	4
Kitchen Hardware Checklist	8	244	9
Kitchen Hardware Shopping Form	11	291	9
Kitchen Island Checklist	5	174	4
Kitchen Item Storage Checklist	5	177	4
Kitchen Pantry Checklist	5	182	4
Kitchen Plumbing Checklist	5	176	4
Landscape Architect Contact Information	1	13	4
Landscape Architect Meeting Notes*	1	25	5
Laundry Room Checklist	5	184	4
Laundry Room Hardware Checklist	8	244	9

*You will need multiple copies of these forms.

Form	Chapter	Page	Binder
Laundry Room Hardware Shopping Form	11	293	9
Library Checklist	5	186	4
Living Room/Great Room Checklist	5	188	4
Mechanical Room Checklist	5	189	4
Media Room Checklist	5	190	4
Miscellaneous Information Checklist	4	72	4
Miscellaneous Rooms with Cabinet Hardware Checklist	8	245	9
Miscellaneous Rooms with Cabinet Hardware Shopping Form*	11	295	9
Morning Kitchen/Counter Checklist	5	191	4
Mudroom Checklist	5	192	4
Municipality Information Fact Sheet	3	62	3
Nursery Checklist	5	193	4
Occupants of the Home Checklist	4	68	4
Office Checklist	5	194	4
Playroom/Game Room Checklist	5	196	4
Plumbing Checklist	7	229	4
Plumbing Plan Review Checklist	10	277	4
Pool House Checklist	5	197	4
Porch, Patio, Deck, and Balcony Checklist	5	198	4
Powder Room/Half Bath Checklist	5	200	4
Product Sample Fact Sheet*	1	20	10
Product Sample Manifest*	1	19	10
Real Estate Contact Information	1	16	3
Rooms in Your Home Checklist	4	69	4
Safe Room Checklist	5	201	4
Specialty Room Checklist	5	202	4
Stone/Tile Cuts Checklist	8	253	4
Subcontractor Meeting Notes*	1	24	5
Subcontractor Contact Information	1	12	4
Things That Make Noise Checklist	9	264	4
To Do List*	1	17	4
Utility Companies Contact Information	1	15	4
Wine Room Checklist	5	203	4

*You will need multiple copies of these forms.