



JT INTERIOR CONSTRUCTION CORP.

FAST & TRUSTY SERVICES

Vendor Document Checklist

Managed-property renovation, repair, and turnover work

A practical starting point for vendor onboarding

Use this checklist before authorizing work. Exact documents depend on the property, scope, occupancy, building rules, permits, and specialist requirements. Ask for current, project-specific evidence.

01 COMPANY AND CONTACTS

- ☐ Legal business name and billing address
- ☐ Primary project contact and after-hours escalation contact
- ☐ GST/HST registration information for invoicing
- ☐ Property, unit, purchase-order, and approval references

02 INSURANCE AND STANDING

- ☐ Current certificate of insurance and required certificate holder
- ☐ Coverage limits, policy period, and project-specific requirements
- ☐ Current WSIB Ontario clearance where applicable
- ☐ Trade licences, permits, or specialist qualifications required by the scope

03 SCOPE AND COMMERCIAL TERMS

- ☐ Written scope, assumptions, exclusions, and owner-supplied items
- ☐ Estimate or contract, taxes, allowances, and payment schedule
- ☐ Written change-order and approval process
- ☐ Project-specific warranty terms and closeout responsibilities
- ☐ Permit, inspection, engineering, and trade responsibilities
- ☐ Cancellation, access-delay, and concealed-condition terms

04 SITE AND RESIDENT REQUIREMENTS

- ☐ Building rules, working hours, noise limits, and site orientation
- ☐ Keys, access, resident appointments, and permission-to-enter process
- ☐ Elevator, loading, parking, staging, and delivery bookings
- ☐ Floor, wall, elevator, dust, and occupied-area protection plan
- ☐ Debris removal, daily clean-up, and safe-area handback
- ☐ Known hazardous material, moisture, structural, or emergency concerns

05 BEFORE WORK STARTS

- ☐ Approved scope, materials, colours, fixtures, and finish standards
- ☐ Target dates, sequencing, milestones, and access windows
- ☐ Required vendor forms, safety records, and building approvals
- ☐ Communication contacts for decisions, residents, and site operations
- ☐ Emergency procedures and conditions that require a specialist response

06 HANDOVER AND RECORDS

- ☐ Final walkthrough and written deficiency list
- ☐ Completion photos where property policy permits
- ☐ Warranties, manuals, receipts, and inspection records when applicable
- ☐ Final invoice, approved changes, and property reference numbers

PROJECT RECORD

Keep the onboarding decision and outstanding requirements together.

PROPERTY / PORTFOLIO

PROJECT / UNIT / AREA

REQUESTED BY / DATE

NOTES / OUTSTANDING REQUIREMENTS