

APCA CONTRACTOR'S CHECKLIST

The checklist below will assist you with the certification process:

- 1) Submit your Request for Inspector Form with 50% payment, and a minimum of four days notice prior to project start date. Final payment will be due at the mid-point of the project – subject to inspector's evaluation.
- 2) Submit your product list with 9900 or 9950 description (only the pertaining section is required) and a room finish schedule.
- 3) Request Product Substitution and Technical Information Forms if you are using non-specified products.
- 4) The Technical Committee will review the forms and approve or make alternate suggestions.
- 5) Inspections start and reports are submitted to the office for distribution (to paint contractor, general contractor (if requested), architect and owner).
- 6) Paint samples, MSDS sheets and technical data sheets must be submitted.
- 7) 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 #: _____ Date of Submittal: _____

Project Name: _____

Project Address: _____

Architect/Designer: _____

Phone: _____ Fax: _____ Contact: _____

General Contractor: _____

Phone: _____ Fax: _____ Contact: _____

Painting Contractor: _____

Phone: _____ Fax: _____ Contact: _____

Owner: _____

Phone: _____ Fax: _____ Contact: _____

_____ Request for Assignment of Inspector sent to APCA with 50% payment
 _____ Product Submittal Form sent to APCA with 9900 or 9950 description and room finish schedule

Only applicable when requested:

- _____ A) Product Substitution Form Submitted to APCA (must be submitted if using non-MPI specified products)
 _____ Products approved
- _____ B) Technical Information Form Submitted to APCA

Inspections:

- _____ First report received from APCA
- _____ Second report received from APCA
- _____ Send remaining 50% payment at halfway point
- _____ Third report received from APCA
- _____ Deficiencies list signed by general contractor or architect
- _____ Deficiencies list submitted to APCA
- _____ Final inspection/approval/Request Certificate of Guarantee from APCA
- _____ Received Certificate of Guarantee