


# Warranty Documentation Checklist

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## Project Information & Scope

Details related to the project and the warranty's applicability.

### Project Name

Write something...

### Project Address

Write something...

### Project Number/ID

Enter a number...



### Project Start Date

Enter date...

### Project Completion Date

Enter date...

### Project Description (Brief Scope)

Write something...

### Type of Construction (e.g., Residential, Commercial, Industrial)

- Residential
- Commercial
- Industrial
- Other

### Total Project Value (USD)

Enter a number...

# Manufacturer/Supplier Documentation

Documents provided directly from the manufacturer or supplier of materials and equipment.

## Manufacturer's Standard Warranty Document

 Upload File

## Warranty Description (Summarize Coverage)

Write something...

## Warranty Duration (in Years)

Enter a number...

## Warranty Start Date

Enter date...

### Warranty Type (e.g., Parts Only, Labor & Parts)

- Parts Only
- Labor Only
- Labor & Parts
- Other

### Specific Products/Materials Covered

Write something...

### Product Data Sheets/Specifications

 Upload File

## Contractor/Subcontractor Documentation

Warranty information and guarantees provided by the construction contractor and subcontractors.

### Contractor's General Warranty Document

 Upload File

### Subcontractor Warranty Documents (if applicable)

 Upload File

### Description of Contractor's Warranty Coverage

Write something...

### Description of Subcontractor Warranty Coverage (if applicable)

Write something...

### Warranty Duration (in years)

Enter a number...

### Warranty Start Date

Enter date...

### Warranty Type (e.g., Materials, Labor, System)

- Materials
- Labor
- System
- Comprehensive

### Specific Exclusions outlined by Contractor/Subcontractor

Write something...

### Warranty Claim Procedure (Contractor/Subcontractor)

- Written Notification
- Online Submission
- Phone Call

## Installation Records & Verification

Evidence that products were installed correctly and according to manufacturer specifications.

### Installation Inspection Checklist

 Upload File

### **Date of Installation**

Enter date...

### **Serial Number (if applicable)**

Enter a number...

### **Detailed Installation Notes/Observations**

Write something...

### **Installation Performed By (Contractor/Subcontractor)**

- Contractor A
- Subcontractor B
- Other (Specify)

### **Installation Complies with Manufacturer's Specifications?**

- Yes
- No
- N/A

### **Any Deviations from Standard Installation Procedures (if applicable)**

Write something...

# Warranty Assignment & Transfer

Documents related to the transfer of warranty rights to the client or owner.

## Warranty Transfer Method

- Direct Assignment
- Escrow
- Other (Specify)

## Description of Transfer (if 'Other' selected)

Write something...

## Warranty Assignment Document

 Upload File

## Assignor Name (Warranty Provider)

Write something...

## Assignee Name (Client/Owner)

Write something...

**Effective Date of Transfer**

Enter date...

**Special Conditions/Notes (if applicable)**

Write something...

## Maintenance & Service Records

Records of any maintenance or service performed on warranted items.

**Date of Service/Maintenance**

Enter date...

**Description of Service Performed**

Write something...

**Meter Reading (if applicable)**

Enter a number...

### Service Provider

In-House

External Contractor - Name: \_\_\_\_\_

### Supporting Documents (e.g., invoices, reports)

 Upload File

### Notes/Observations (e.g., unusual wear, potential issues)

Write something...

## Warranty Exclusions & Limitations

Documentation outlining what is *\*not\** covered under the warranty.

### Detailed List of Exclusions

Write something...

### Limitations on Warranty Duration

Write something...

### Specific Environmental Factors Exclusion?

- Yes, documented
- No
- N/A

### Number of Cycles/Uses Limited (if applicable)

Enter a number...


### Date of Exclusion Addendum (if applicable)

Enter date...

### Does warranty exclude cosmetic defects?

- Yes
- No
- Unclear

### Attach Exclusion/Limitation Documentation

 Upload File

## Client/Owner Acknowledgement

Confirmation that the client/owner has received and understands the warranty documentation.

**Client/Owner Printed Name**

Write something...

**Client/Owner Signature**

Write something...

**Date of Acknowledgement**

Enter date...

**Brief Summary of Warranty Coverage (Provided for Client Understanding)**

Write something...

**Have you received a complete copy of all warranty documents?**

Yes

No

**Do you understand the warranty exclusions listed?**

Yes

No

**Optional: Upload a scan or photo of signed acknowledgement**

 Upload File