



Warranty Documentation Checklist

Project Information & Scope

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

Project Name

Project Address

Project Number/ID

Project Start Date

Project Completion 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