

STANDARDIZED PROPERTY REPAIR CHECKTHROUGH

FREE EDITION

A practical field package for turning a property walkthrough into a documented repair plan - without automatically replacing everything that is still serviceable.

INVESTIGATE → RECORD → PLAN → RECORD → ACT → RECORD → IMPLEMENT → RECORD → COMPLETE → RECORD

EVERY MEANINGFUL STAGE CREATES A RECORD.

PROPERTY Address: _____ City: _____ Date: _____	PROPERTY GOAL ☐ Rental turnover ☐ Preparing for sale ☐ Investor flip ☐ Owner repair ☐ Maintenance / hold
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Use this package to record visible conditions, select a reasonable repair extent, define the expected work, and preserve a record from investigation through completion.

THE HPT REPAIR STANDARD

This plan is based on conditions visible and reasonably accessible during the checkthrough. Existing materials, finishes, fixtures, and building components that remain serviceable should be retained whenever practical. Repairs should address damaged, deteriorated, unsafe, nonfunctional, or turnover-impacting areas rather than automatically replacing or refinishing complete rooms, assemblies, or systems.

LOCALIZED REPAIR Correct the affected area while retaining serviceable surrounding material.	PARTIAL REPLACEMENT / REFINISH Broaden the work where a localized repair will not produce a reasonable result.	FULL REPLACEMENT / REFINISH Use when localized or partial work is impractical or the overall condition justifies it.
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NO GUESSING BEHIND WALLS

The initial plan covers visible conditions and stated assumptions. If authorized work exposes concealed deterioration, moisture, framing damage, plumbing/electrical concerns, subfloor failure, duct problems, contamination, or previous failed work, document the discovery and stop the affected work until the added scope and price are approved.

DOCUMENTATION RULE

For every meaningful repair stage, preserve enough information that another person can understand what was found, what was decided, what was done, and what condition was left behind.

INVESTIGATE What is actually visible?	PLAN What is the repair path?	ACT / IMPLEMENT What changed during work?	COMPLETE Does the result meet the standard?
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PROPERTY REPAIR ITEM	
Location / Area	
Observed Condition	
Recommended Work	
Repair Extent	☐ Localized repair ☐ Partial replacement/refinish ☐ Full replacement/refinish
Materials & Estimated Quantities	
Installation / Repair Standard	
Expected Finish	
Estimated Labor	Approx. _____ labor hours (separate from project duration)
Expected Project Duration	Approx. _____ visits over approx. _____ days
Known Unknowns / Concealed Conditions	
Change-Order Trigger	If opening/removal exposes a condition outside the approved scope, affected work stops. The condition is photographed, recorded, priced separately, and approved before additional work proceeds.

Labor	\$ _____	Materials	\$ _____	Item Total	\$ _____
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Documentation: ■ Before ■ Exposed condition (if opened) ■ Repair / installation ■ Completed condition

PROPERTY CHECKTHROUGH

Use this page to investigate first. Do not assume the repair before the condition is recorded.

AREA	VISIBLE FINDING / NOTES	NEXT STEP
■ Walls & ceilings Drywall damage, cracks, holes, texture, stains, paint condition		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Doors, trim & cabinets Damage, alignment, operation, finish condition, repair/refinish needs		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Floors & transitions Visible flooring damage, trim, transitions, preparation concerns		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Water-damage signs Visible staining/deterioration and whether the source may still need correction		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Vents & accessible repairs Registers, dryer vents, minor accessible duct-related conditions		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Bathrooms Fixtures, hardware, caulk, visible moisture-related conditions		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Kitchen Cabinets, counters, hardware, visible finish and functional concerns		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor
■ Exterior & general repairs Paint, siding/trim, caulking, fence and other visible make-ready items		☐ Repair now ☐ Stabilize ☐ Replace ☐ Refer ☐ Leave / monitor

Additional areas / findings:

ITEM 1 - PROPERTY REPAIR ITEM

Location / Area	_____
Observed Condition	_____ _____
Recommended Work	_____ _____
Repair Extent	☐ Localized repair ☐ Partial replacement/refinish ☐ Full replacement/refinish
Materials & Estimated Quantities	_____ _____
Installation / Repair Standard	_____ _____
Expected Finish	_____
Estimated Labor	Approx. _____ labor hours (separate from project duration)
Expected Project Duration	Approx. _____ visits over approx. _____ days
Known Unknowns / Concealed Conditions	_____ _____
Change-Order Trigger	If opening/removal exposes a condition outside the approved scope, affected work stops. The condition is photographed, recorded, priced separately, and approved before additional work proceeds.

Labor	\$ _____	Materials	\$ _____	Item Total	\$ _____
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Documentation: ☐ Before ☐ Exposed condition (if opened) ☐ Repair / installation ☐ Completed condition

ITEM 2 - PROPERTY REPAIR ITEM

Location / Area	_____
Observed Condition	_____ _____
Recommended Work	_____ _____
Repair Extent	☐ Localized repair ☐ Partial replacement/refinish ☐ Full replacement/refinish
Materials & Estimated Quantities	_____ _____
Installation / Repair Standard	_____ _____
Expected Finish	_____
Estimated Labor	Approx. _____ labor hours (separate from project duration)
Expected Project Duration	Approx. _____ visits over approx. _____ days
Known Unknowns / Concealed Conditions	_____ _____
Change-Order Trigger	If opening/removal exposes a condition outside the approved scope, affected work stops. The condition is photographed, recorded, priced separately, and approved before additional work proceeds.

Labor	\$ _____	Materials	\$ _____	Item Total	\$ _____
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Documentation: ☐ Before ☐ Exposed condition (if opened) ☐ Repair / installation ☐ Completed condition

ITEM 3 - PROPERTY REPAIR ITEM

Location / Area	_____
Observed Condition	_____ _____
Recommended Work	_____ _____
Repair Extent	☐ Localized repair ☐ Partial replacement/refinish ☐ Full replacement/refinish
Materials & Estimated Quantities	_____ _____
Installation / Repair Standard	_____ _____
Expected Finish	_____
Estimated Labor	Approx. _____ labor hours (separate from project duration)
Expected Project Duration	Approx. _____ visits over approx. _____ days
Known Unknowns / Concealed Conditions	_____ _____
Change-Order Trigger	If opening/removal exposes a condition outside the approved scope, affected work stops. The condition is photographed, recorded, priced separately, and approved before additional work proceeds.

Labor	\$ _____	Materials	\$ _____	Item Total	\$ _____
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Documentation: ☐ Before ☐ Exposed condition (if opened) ☐ Repair / installation ☐ Completed condition

ITEM 4 - PROPERTY REPAIR ITEM

Location / Area	_____
Observed Condition	_____ _____
Recommended Work	_____ _____
Repair Extent	☐ Localized repair ☐ Partial replacement/refinish ☐ Full replacement/refinish
Materials & Estimated Quantities	_____ _____
Installation / Repair Standard	_____ _____
Expected Finish	_____
Estimated Labor	Approx. _____ labor hours (separate from project duration)
Expected Project Duration	Approx. _____ visits over approx. _____ days
Known Unknowns / Concealed Conditions	_____ _____
Change-Order Trigger	If opening/removal exposes a condition outside the approved scope, affected work stops. The condition is photographed, recorded, priced separately, and approved before additional work proceeds.

Labor	\$ _____	Materials	\$ _____	Item Total	\$ _____
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Documentation: ☐ Before ☐ Exposed condition (if opened) ☐ Repair / installation ☐ Completed condition

PROJECT PLAN & TOTALS

Build the sequence from the items actually selected. Separate labor time from total project duration when drying, curing, weather, access, or return visits affect the schedule.

ORDER	ITEM / AREA	PLANNED ACTION	DEPENDENCY / DRY TIME / RETURN
1			
2			
3			
4			

ITEM	LABOR	MATERIALS	TOTAL
Item 1	\$	\$	\$
Item 2	\$	\$	\$
Item 3	\$	\$	\$
Item 4	\$	\$	\$
PROJECT TOTAL	\$	\$	\$

FINAL VERIFICATION

■ Every approved item has a completion record	■ Change orders reconciled
■ Before / progress / completion photos preserved	■ Final condition reviewed
■ Outstanding / referred items identified	■ Customer signoff / closeout completed

THE NEXT LEVEL

This free edition gives you the framework. The deeper HPT Repair System is being built around the intelligence inside the boxes: repair paths, decision rules, production sequencing, field standards, pricing logic, and repeatable documentation.

FREE The framework Inspect and organize the work.	PAID The intelligence Know how to plan and make the decisions.	HPT SUPPORTED The execution Have HPT inspect, plan, and perform the work.
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