

# CEO Wx File Index

**1**

Top Sheets & File Cover Form  
Client Contact Log  
Weatherization Application  
Legal Residency  
Utility Usage

**2**

Energy Audit & Punch List  
NEAT / MHEA Documentation  
Furnace Forms  
Refrigerator Forms

**3**

HVAC Work Orders  
Contractor Work Orders  
Refrigerator Order Form

**4**

Work & Inventory Usage Sheets  
Vendor & Contractor Invoices /  
Receipts  
Lien Waivers  
Refrigerator Invoice & Delivery

**5**

Landlord Contributions  
CIP Documentation

**6**

Inspection Form  
City Permits & Building Inspections  
Insulation Certificate  
Waivers  
Photographs

## Left Side of File:

Building Weatherization Report  
Wx Client File Checklist  
Cost Detail Report