

Project Startup Checklist

Client Information

Date	City	Telephone
Name	State	
Address	Zip	

Project Information

Project Name	Project Address
Project Number	

Task and Responsible Party

Task	Responsible Party (Estimator, Project Manager, Foreman, Supervisor)
Submit the new job information sheet	
Outline project organization	
Assign duties to key staff members	
Review the prime contract	
Define the scope of work	
Introduce project to the staff	
Prepare the contract control sheet	
Define procurement authority	
Establish a project work and cost code system	
Enter budget approval into project file	
Ensure all participating departments can support the new project workload	
Review safety & insurance requirements	
Prepare project and procurement schedules	
Determine anticipated cash flow	

Project Startup Checklist

Set up office and jobsite project files

Publish the project meeting schedule

Hold a pre-construction conference with parties involved

Establish lines of communication among project participants

Resolve drawing and specification questions

Designate the field crew

Reserve appropriate materials, tools & equipment from the company inventory

Survey and photograph existing conditions prior to start of work.

Verify condition of adjacent off-site property

Verify physical boundaries of project

Determine site logistics

Prepare jobsite accident prevention program

Post the accident prevention program at the jobsite along with
required safety posters & emergency phone numbers

Arrange for temporary facilities

Review required quality control procedures, including tests and inspections

Review jobsite security

Install project construction signs

Obtain building permits

Notes

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