ClockShark

This Construction Organization Checklist is free for you to copy and use on your project and within your organization.

This is a general checklist provided for your convenience. Of course, there are many elements to a construction project and ideally, every element should have its own checklist for quality, safety, and compliance.

Examples of some of the most common trade checklists include:

Framing   Painting
Trim   Plumbing
Electrical   Flooring
Carpentry   Drywall
HVAC   Concrete

Construction Organization Checklist

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COMPANY NAME

PROJECT TITLE

PROJECT MANAGER

PROJECT NUMBER   DATE

TASK TITLE	TASK OWNER	VERIFICATION		COMMENTS
		Yes	No	
Prior to Construction				
Does the project have an approved quality management plan?		☐	☐	
Has the quality management plan been reviewed and approved by all those involved?		☐	☐	
Has product quality been established, reviewed, and agreed upon?		☐	☐	
Is the customer satisfied with the level of quality established?		☐	☐	
Are quality review meetings scheduled appropriately throughout the duration of the project?		☐	☐	
Are all the specs clear, measurable, controllable, and reportable?		☐	☐	
Is everyone familiar with the project's quality review process?		☐	☐	
Does everyone understand their roles in quality reviews?		☐	☐	
Have the correct responsibilities been assigned to the proper crew members?		☐	☐	
Is your change order process included in your quality control?		☐	☐	
Is the customer aware of their role regarding quality acceptance?		☐	☐	
Pre-Inspection				
Review contract requirements with teams.		☐	☐	
Verify that all materials and equipment are tested, submitted, and approved.		☐	☐	
Provide required testing expectations.		☐	☐	
Check all work areas to ensure preliminary work and organization is done.		☐	☐	
Check materials and equipment.		☐	☐	
Do they match the proper drawings and plans?		☐	☐	
On hand? If not, when will they be available?		☐	☐	
Is monitoring and measuring equipment properly calibrated and in working condition.		☐	☐	
Record pre-inspection findings.		☐	☐	
Initial Inspection - After about 10 percent of the project has been completed, a walk-through should be performed by the supervisors/foremen to ensure:				
Quality of craftsmanship is up to standard.		☐	☐	
Review any testing to ensure it is in compliance with the contract.		☐	☐	
Check dimensions to ensure they are exact.		☐	☐	
Record date and results of initial inspection.		☐	☐	
Follow-Up Inspection - These should be performed daily to continually check:				
Is the project compliant with the contract?		☐	☐	
Are all tools/equipment properly cleaned, maintained, and ready for use?		☐	☐	
Are there any deficiencies to address?		☐	☐	
Are any additional materials/tools needed for the following day?		☐	☐	
Are there any change orders that need to be approved?		☐	☐	
Are there any flaws in materials or craftsmanship that need to be addressed?		☐	☐	

Record all findings in the daily inspection report. Address any deficiencies immediately and record findings, as well as actions taken.