Project Startup Checklist

_____ Define project organization.
_____ Review contract.
_____ Define scope of work.
_____ Execute all subcontracts.
_____ Meet with all subcontractors.
_____ Meet with the owner.
_____ Meet with architect and engineers.
_____ Kickoff meeting.
_____ Define purchasing procedures.
_____ Set budget.
_____ Verify insurance requirements.
_____ Write schedule.
_____ Cash flow projection.
_____ Prepare project files.
_____ Prepare project distribution list.
_____ Obtain building permit.
_____ Prepare site crew.
_____ Site kickoff meeting.
_____ Review drawings and specifications.
_____ Verify availability of tools and machinery.
_____ Verify and document site conditions.
_____ Verify physical boundaries.
_____ Plan site logistics.
_____ Review tests, inspections, and quality control procedures.
_____ Post safety programs.
_____ Post emergency phone numbers.
_____ Prepare temporary facilities.
_____ Prepare site security.
_____ Install project sign.
_____ Prepare all submittals.
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