

# Construction Project Checklist Template

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## Pre-Construction Planning

Tasks related to initial project setup, permits, and approvals.

### Project Description

Write something...

### Site Survey Document

 Upload File



### Project Delivery Method

- Design-Bid-Build
- Design-Build
- CM at Risk
- Integrated Project Delivery (IPD)

### Project Start Date (Planned)

Enter date...

### Estimated Project Budget

Enter a number...

### Required Permits

- Building Permit
- Electrical Permit
- Plumbing Permit
- Environmental Permits
- Zoning Approval

### Key Stakeholders & Contact Information

Write something...

# Site Preparation

Activities for clearing, grading, and preparing the construction site.

## Site Survey Completion Date

## Existing Site Conditions Report Summary

## Area Cleared (square feet)

## Environmental Hazards Identified?

- Asbestos
- Lead
- Soil Contamination
- None

## Site Photos (Before Clearing)

 Upload File

### Topsoil Removed (cubic yards)

Enter a number...

### Erosion Control Measures Implemented?

Yes

No

### Notes on Site Preparation Challenges & Resolutions

Write something...

## Foundation & Substructure

Checklist items for foundation pouring, curing, and related inspections.

### Concrete Pour Volume (Cubic Yards)

Enter a number...

### Concrete Pour Date

Enter date...

### Rebar Size (Diameter in Inches)

Enter a number...

### Rebar Placement Verification

- Per Plans
- Minor Adjustments Made (Documented)

### Concrete Strength Test Results

- Meets Specification
- Fails Specification (Requires Remediation)

### Notes on Concrete Quality & Placement

Write something...

### Concrete Inspector Signature

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### Foundation Depth (Feet)

Enter a number...

# Framing & Structure

Verification of structural framing, bracing, and connections.

## Foundation Elevation Verified?

## Wall Framing Straightness?

 Yes No NA

## Number of Wall Braces Installed

## Joist Hangers Properly Secured?

 Yes No NA

## Framing Inspection Date

### Notes on Framing Inspection

Write something...

### Number of Headers Installed

Enter a number...

## Rough-in Plumbing & Electrical

Inspection of plumbing pipes, electrical wiring, and HVAC ductwork before insulation and drywall.

### Plumbing Permit Status

- Approved
- Pending
- Rejected

### Electrical Permit Status

- Approved
- Pending
- Rejected

### Number of Plumbing Fixtures Installed

Enter a number...

### Number of Electrical Outlets Installed

Enter a number...

### Plumbing Rough-in Inspection Date

Enter date...

### Electrical Rough-in Inspection Date

Enter date...

### Plumbing Inspection Notes

Write something...

### Electrical Inspection Notes

Write something...

# Insulation & Drywall

Checklist for proper insulation installation and drywall hanging, taping, and finishing.

## Insulation R-Value (Actual)

Enter a number...

## Insulation Type

- Fiberglass
- Spray Foam
- Cellulose
- Mineral Wool

## Drywall Joint Compound Application Notes

Write something...

## Drywall Finishing Defects Observed

- Cracks
- Ripples
- Pinholes
- Fastener Head Impressions

### **Drywall Inspection Date**

Enter date...

### **Drywall Installer Signature**

### **Number of Drywall Sheets Installed**

Enter a number...

## **Interior Finishes**

Verification of flooring, painting, trim, doors, and hardware installation.

### **Wall Paint Finish Quality (1-10)**

Enter a number...

### Flooring Type Installed?

- Tile
- Hardwood
- Carpet
- Laminate
- Vinyl

### Notes on Trim Installation

Write something...

### Door Hardware Installation Quantity

Enter a number...

### Door Swing Direction Correct?

- Yes
- No

### Date of Painting Completion

Enter date...

### Any issues found during final walkthrough?

Write something...

### Interior Finishes Inspector Signature

## Exterior Finishes

Inspection of siding, roofing, windows, and exterior doors.

### Roofing Material Thickness (inches)

Enter a number...

### Roofing Material Type

- Asphalt Shingles
- Metal Roofing
- Tile Roofing
- Slate Roofing
- Other

### Siding Material R-Value

Enter a number...

### Siding Material Type

- Vinyl
- Wood
- Brick
- Stucco
- Metal
- Other

### Window Installation Date

Enter date...

### Window and Door Sealing Details

Write something...

### Exterior Finish Photos

 Upload File

### Exterior Door Material

- Wood
- Fiberglass
- Steel
- Aluminum
- Composite

## Mechanical, Electrical & Plumbing (MEP) Systems

Final verification of all MEP systems, including testing and commissioning.

### Water Pressure (PSI)

Enter a number...

### Electrical Voltage (V)

Enter a number...

### HVAC System Functionality

- Operating Properly
- Minor Issues
- Major Issues

### Plumbing Leak Tests

- Hot Water
- Cold Water
- Drain Lines

### MEP System Commissioning Date

Enter date...

### Time of Commissioning

Enter time...

### Notes on System Performance

Write something...

### System Commissioning Report

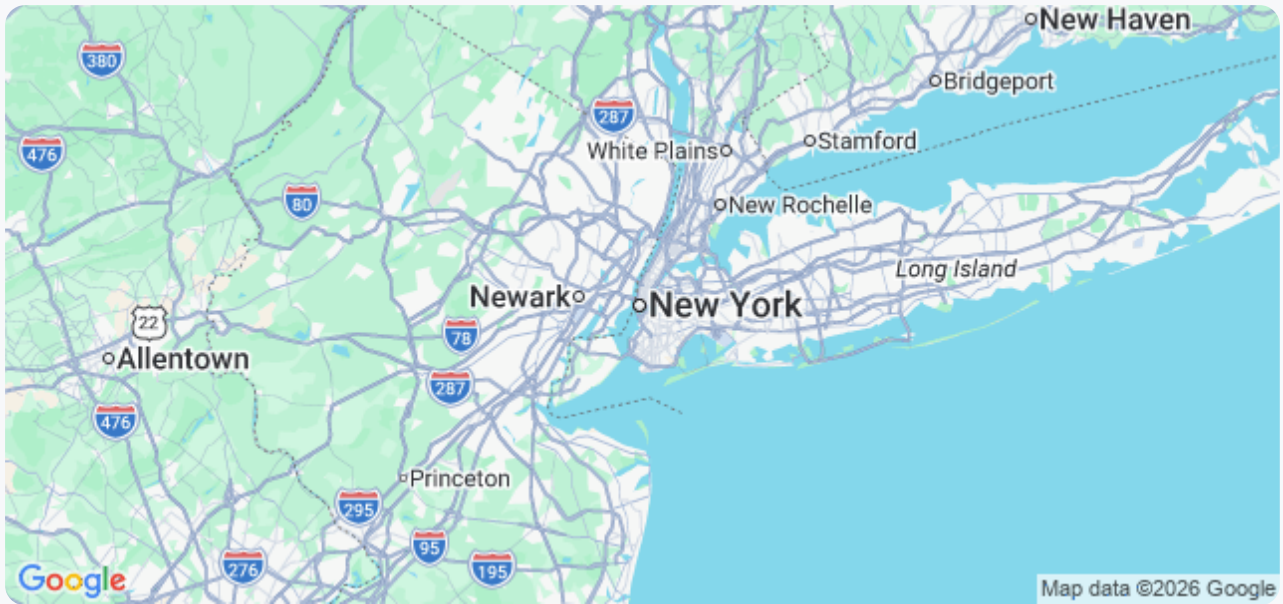
 Upload File

## Landscaping & Site Restoration

Tasks for landscaping, paving, and general site cleanup.

### Location of Topsoil Delivery

 [Set My Current Location](#)



### Cubic Yards of Topsoil Delivered

Enter a number...

### Photos of Initial Site Condition (Prior to Landscaping)

 [Upload File](#)

### Plants Installed (Select All That Apply)

- Trees
- Shrubs
- Groundcover
- Flowers
- Grass Seed/Sod

### Date of Seeding/Sod Installation

Enter date...

### Fertilizer Application Rate (lbs/1000 sq ft)

Enter a number...

### Type of Fertilizer Used

Write something...

### Notes on Irrigation System Setup

Write something...

# Final Inspections & Approvals

Tasks relating to final inspections by authorities and obtaining Certificates of Occupancy.

## Scheduled Inspection Date

Enter date...

## Inspection Type

- Building Code Compliance
- Fire Safety
- Accessibility
- Environmental
- Other

## Inspector Comments/Findings

Write something...

## Number of Open Items/Deficiencies

Enter a number...

### Supporting Documentation (Photos, Reports)

 Upload File

### Inspection Result

- Passed
- Failed
- Conditional Pass

### Re-Inspection Date (if applicable)

Enter date...

## Project Closeout

Documentation, warranties, as-built drawings, and final project handover.

### Final Project Report Summary

Write something...

### As-Built Drawings

 Upload File

### Project Completion Date

Enter date...

### Warranty Information (Manufacturer & Duration)

Write something...

### Total Project Cost (Final)

Enter a number...

### Outstanding Items / Punch List (if any)

- Item 1
- Item 2
- Item 2
- None

### Client Sign-off

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