End of Day Checklist

Checklist with Crew Superintendent or Subcontractor at the end of the day prior to leaving the project site.

Checked-In with OnSite Contact			
Any Concerns:			
Schedule			
Daily Production Plan		Daily Production Completed	
Weather Issues?			
Crew is Meeting Production Plan?			
Quality Indicators			
Indicator	**Who Checked?**	**Action**	
SDS On-Site			
Water Infiltration?			
On-Site Visitors?			
Accidents/Incidents?			
Any Damages?			
Client Equipment Turned Off – Does it Need to Be Turned Back On?			
Tie-In Checked/Discussed			
Roof Drains Checked			
Deck Inspection			
TerminationsChecked			
SeamsTested			
Drains/Scuppers – Debris? Anything restricting water flow?			
Gutters Removed, what is the Drainage Plan?			
Housekeeping on Roof			
Housekeeping on Ground			
Ladders Removed?			
Adequate Material on Site?			
What Material Is Needed?			
How Is the Material Secured?			
Changes Requested			
Change Orders Required?			

Project Initiation / Hand-Off

General Project Information			
Property			
Address			
City, ST Zip			
Project Initiation Date PM		Owner	
Assigned		Owner's	
Estimator		Representative	
National Account?		Consultant	
National Account Mgr		Property Manager	
Contract Schedule		Architect	
Start, per Contract		**Complete**, per Contract	
Weather Delays, Process to Request Additional Time:			
When is the project Substantially Complete, per contract?			
Bonding / Insurance			
Bonded Project (Yes) (No)			
Insurance (OCIP) (CCIP) Other, Non-Standard Insurance Coverage Required:			
Governmental Factors			
State Roofing Contractor Requirements			
State Roofing Contractor License (Copy)			
Permit:CityorCounty (LocalBuildingCodes–Concerns?)			
Legal Property Description/Address:			
Local Regulations on Construction, such as Noise Ordinances			
Market Conditions			
Material – delays, due to demand, severe weather, stock			
Labor – harmony issues, local, site, region			
High Level Risks			
Client or Property High Level Risks. What is on or under the roof (roof protecting)? (Data Center, Food Processing, Electrical Equipment, Microwave dishes, satellite dishes, electrical conduit….			

Documents for Project Initiation / Hand-Off							
	Contract		Estimate (Edge)		Manuf Pricing		Proposal
	Specification Book		Bid Incl/Exclusions		Vendor Pricing		Scope of Work Manuf Details
	Addenda		Correspondence		Supplier Pricing		
	COI						

Pre-Job Planning

1. Project Information	
Discussion	**Action Items**
2. Safety Requirements	
Discussion	**Action Items**
3. Technical Review	
Discussion	**Action Items**
4. Client Expectations	
Discussion	**Action Items**
5. Production Expectations	
Discussion	**Action Items**
6. Production Reporting	
Discussion	**Action Items**
7. Project Schedules	
Discussion	**Action Items**
8. Change Management	
Discussion	**Action Items**
9. Project Communication	
Discussion	**Action Items**

Pre-Job Planning

10. Quality Assurance	
Discussion	**Action Items**
11. Risk Mitigation	
Discussion	**Action Items**
12. Sub-Contractors	
Discussion	**Action Items**
13. Job Costing and Accounting	
Discussion	**Action Items**
14. Project Close Out	
Discussion	**Action Items**
Other Discussion Points	
Discussion	**Action Items**

Pre-Construction Meeting Agenda

Property Name
Property Address
Property City, ST Zip

Date:
Time:
Location:

Participants
Client: Name, email, mobile phone Contractor: Name, email, mobile phone

Meeting Discussion Points and Deliverables	
Key Contacts	
On-Site:	Name, Mobile
Contractor Operations:	City, ST Office Office Phone: Office Fax: Safety Manager Safety Manager, Mobile Phone Project Operations Contacts: Project Manager, Mobile Phone Superintendent, Mobile Phone Supervisor, Mobile Phone
Schedule	Start: Complete:

Safety	
Discussion	**Action Items**
Contractor Commitment to Safety	
SDS Sheets	
Asbestos Abatement: No ACM	
Emergency Contact Numbers	

Roof- Edge Fall Protection	
Hot Work Requirements / Fire System	
Impairment Site Specific Concerns • Environmental Issues	
All accidents/incidents reported immediately	
Other Items Discussed Under Safety:	
Security	
Discussion	Action Items
Access to roof – by ladder on outside of bldg.	
Other Items Discussed Under Security:	
General Project Overview	
Discussion	Action Items
Facility Hours	
Working Hours – 6:AM to 6:PM Weekdays	
Weekend work? Monday through Saturday Schedule. Sunday for Weather Make-Up Days.	
Project Schedule	
Project Description (Overview Scope of Work)	
Building Sign	
Skylights	
Satellite	
Gas Lines Raised	
Metal Colors	
Interior Protection = NONE	
Staging area for crane, dumpster, materials –	
Construction debris / housekeeping – Clean at end of each shift	
Progress Meetings – Weekly update once started.	
Port A Let required.	
Roofing Contractors – Proper attire	
Other Items Discussed Under General Project Overview:	

Final Quality & On-Site Inspection Checklist

General Project Information			
Property		Date of Site Visit:	
Address		Is this a ***Re-Check***	
City, ST Zip		Visit? Project Manager:	
Project Number		PM Initials	
Checked-In with On-Site Contact			
Notes:			
Schedule			
Start per BASELINE		**Complete per BASELINE**	
Start – ACTUAL		**Complete - ACTUAL**	
Scope of Work			
Observation	**Action Item**	**Accountable**	**Re-Check Date**
Housekeeping on Roof			
Housekeeping on Ground			
Material Removed			
Equipment Removed			
Safety Removed			
Membrane Fastening			
Membrane Adhesion			
Wall Flashings			
Curb Flashings			
Penetration Flashings			
Corners			
Terminations Checked			
Seams Tested			
Sheet Metal Installation			
Drainage Checked			
Gutters			
Scuppers			
Drains			
Water Infiltration?			
Inspections	**Scheduled**	**Date**	**Punch List Completed By**
Manufacturers Inspection			
Consultant's Inspection			
Local Building Inspection			
Other External Inspection			
Changes Documented and Approved			
Unapproved Change Orders	**Action**	**Accountability**	**Re-Check Date**

Project De-Mobilization Checklist

General Project Information			
Property		Superintendent/Supervisor	
Address		Superintendent Initials	
City, ST Zip		Project Manager:	
Project Number		PM Initials	
Checked-In with On-Site Contact			
Notes:			

Action Item	Who	When	Complete
Housekeeping - Roof			
Housekeeping - Inside			
Housekeeping - Staging			
Housekeeping – Parking Lot			
Housekeeping – Dumpster			
Remove Interior Protection			
Pick Up Left-Over Material			
Pick Up Equipment			
Remove Safety Set-Up			
Return Rental Equipment			
Return Dumpster			
Return Port-A-Let			
Site Photos – Landscaping			
Site Photos – Building			
Site Photos – Roof			
Site Photos – Parking Lot			
Return Building Keys			
Return Gate Keys			
Exchange Gate Lock			

Documents Close-Out

General Project Information			
Property		Project Manager:	
Address		PM Initials	
City, ST Zip			
Project Number			
Notes:			

Document Process	Action Items	Follow Up	Complete
Record Retention According to Contract			
Vendor Accounts Payable			
Supplier Accounts Payable			
Subcontractor Accounts Payable			
Change Orders			
Purchase Orders			
Claims			
Punch List – Contractor			
Punch List – Consultant			
Punch List – Architect			
Punch List – Client			
Punch List – Manufacturer			
Manufacturer Warranty			
Report Card for Crew			
Other Documents:			

Post Project Meeting

Property Name
Property Address
Property City, ST Zip

Date:
Time:
Location:

Meeting Discussion Points and Deliverables		
Contractor Operations:	City,STOffice Office Phone: Office Fax: Safety Manager Safety Manager, Mobile Phone Project Operations Contacts: Project Manager, Mobile Phone Superintendent, Mobile Phone Supervisor, Mobile Phone	
Project Schedule	Start: Complete:	

1. Project Information	
Discussion	*Lessons Learned*
2. Safety Requirements	
Discussion	*Lessons Learned*
3. Technical Review	
Discussion	*Lessons Learned*
4. Client Expectations	
Discussion	*Lessons Learned*
5. Production Expectations	
Discussion	*Lessons Learned*

6. Production Reporting	
Discussion	*Lessons Learned*
7. Project Schedules	
Discussion	*Lessons Learned*
8. Change Management	
Discussion	*Lessons Learned*
9. Project Communication	
Discussion	*Lessons Learned*
10. Quality Assurance	
Discussion	*Lessons Learned*
11. Risk Mitigation	
Discussion	*Lessons Learned*
12. Subcontractors	
Discussion	*Lessons Learned*
13. Job Costing and Accounting	
Discussion	*Lessons Learned*
14. Project Close Out	
Discussion	*Lessons Learned*
Other Discussion Points	
Discussion	*Lessons Learned*