Construction Management Checklist

Planning Event	Date	Complete
Issue Purchase Orders	____/____/____	☐
Prepare Submittal Control Logs	____/____/____	☐
Set-Up Construction Field Office	____/____/____	☐
Arrange & Coordinate Temporary Requirements	____/____/____	☐
Review Permit or Environmental Requirements	____/____/____	☐
Establish Site Entry & Exit Locations	____/____/____	☐
Establish Pedestrian & Vehicle Traffic Control	____/____/____	☐
Establish Laydown, Storage, Loading/Unloading Areas	____/____/____	☐
Coordinate Daily Work Activities	____/____/____	☐
Conduct Regular or Special Job Meetings	____/____/____	☐
Prepare & Monitor Project Cost Controls	____/____/____	☐
Weekly, Bi-Weekly, Monthly Reports	____/____/____	☐
Monitor Work for Design Conformance	____/____/____	☐
Prepare Applications for Payments	____/____/____	☐
Evaluate & Approve Contractor Performance & Schedule Conformity	____/____/____	☐
Prepare & Process Change Orders	____/____/____	☐
Interpret Plans & Specifications	____/____/____	☐
Review Site Safety Conformity	____/____/____	☐
Conduct Weekly Staff or Team Meetings	____/____/____	☐
Administer Site Security Program	____/____/____	☐
Conduct Incident Investigations & Reports	____/____/____	☐
Coordinate Delivery/Receipt of Owner Supplied Equipment/Materials	____/____/____	☐
Certify Contractor Completion Phases for Payment Processing	____/____/____	☐
Prepare Final Cost Accounting Reports	____/____/____	☐
Prepare Project Completion Punch Lists	____/____/____	☐
Complete Project Closeout Notices	____/____/____	☐