

Construction Management Checklist

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