Construction Checklist

A complete construction checklist covering every project phase from start to finish.

Pre-construction planning

- [ ] Confirm the project scope, budget and target completion date.
- [ ] Secure financing and set up the project accounting system.
- [ ] Finalize approved drawings, specifications and the bill of quantities.
- [ ] Obtain all building permits and required approvals.
- [ ] Award contracts to the general contractor and key subcontractors.
- [ ] Establish the project schedule and critical path.
  Identify long-lead items early so procurement does not delay the start.

Site mobilization

- [ ] Set up site access, fencing and temporary roads.
- [ ] Install temporary utilities — power, water and sanitation.
- [ ] Position the site office, storage and material laydown areas.
- [ ] Post required safety, permit and emergency signage.
- [ ] Conduct the site safety orientation for the initial crew.
- [ ] Complete site survey, layout and benchmark control points.
  Establish permanent reference stakes well clear of heavy machinery paths to prevent losing elevation datum.

Foundation and structure

- [ ] Clear, excavate and grade the site to plan.
- [ ] Install footings, foundations and below-grade waterproofing.
  Ensure rebar sits on chairs at proper clearances; never let steel touch bare soil during the concrete pour.
- [ ] Pass the foundation inspection before backfilling.
  Backfill only after concrete cures sufficiently and perimeter waterproofing and drainage pass inspection.
- [ ] Erect the structural frame, columns and beams.
- [ ] Pour or place floor slabs and structural decks.
- [ ] Complete the roof structure and weatherproofing.

Building systems and envelope

- [ ] Rough-in electrical, plumbing and HVAC systems.
- [ ] Install windows, exterior doors and cladding.
- [ ] Pass rough-in inspections for all mechanical, electrical and plumbing work.
  Pressure-test water and gas lines and confirm all penetrations are fire-stopped before the inspection.
- [ ] Add insulation and vapor barriers.
  Seal all air gaps around wall penetrations and junction boxes before installing insulation batts.
- [ ] Hang and finish drywall or interior wall systems.
- [ ] Install fire protection and life-safety systems.

Interior finishes

- [ ] Install flooring, tile and ceiling finishes.
- [ ] Paint walls, ceilings and trim.
- [ ] Set cabinetry, millwork and fixtures.
- [ ] Install fixtures, fittings and equipment per specification.
- [ ] Complete the landscaping and exterior hardscape.
- [ ] Connect and commission all building systems.

Inspections and quality control

- [ ] Schedule and pass all code-required inspections.
- [ ] Walk the site and create the punch list of remaining items.
- [ ] Verify finished work against drawings and specifications.
- [ ] Test and balance HVAC and confirm systems operate correctly.
- [ ] Resolve all punch list items and re-inspect.
- [ ] Obtain the certificate of occupancy.
  Occupancy approvals depend on your authority having jurisdiction; confirm requirements early.

Closeout and handover

- [ ] Collect as-built drawings, warranties and O&M manuals.
- [ ] Reconcile change orders and process final payments.
- [ ] Release retainage and obtain lien waivers.
  Collect final unconditional lien waivers from all trade contractors and major suppliers prior to payout.
- [ ] Conduct the owner walkthrough and systems training.
- [ ] Hand over keys, access cards and project documentation.
- [ ] Capture lessons learned and archive the project file.

Phase sign-off

- [ ] Inspected by (name): _____
- [ ] Date and time: _____
- [ ] Project / phase: _____
- [ ] Result: Complete / Open items (listed above)
- [ ] Defects reported to (supervisor): _____
- [ ] Signature: _____