

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.

Foundation and structure

- ☐ Clear, excavate and grade the site to plan.
- ☐ Install footings, foundations and below-grade waterproofing.
- ☐ Pass the foundation inspection before backfilling.
- ☐ 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.
- ☐ Add insulation and vapor barriers.
- ☐ 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.
- ☐ Conduct the owner walkthrough and systems training.
- ☐ Hand over keys, access cards and project documentation.
- ☐ Capture lessons learned and archive the project file.