

Daily Construction Checklist

A daily construction checklist for running a productive, safe and well-documented site day.

Morning start-up

- ☐ Confirm crew attendance and assignments.
- ☐ Hold a brief huddle on the day's plan and priorities.
- ☐ Review the day's tasks against the schedule.
- ☐ Confirm subcontractors expected on site today.
- ☐ Check that required permits and inspections are arranged.
- ☐ Verify access, utilities and equipment are ready.

Weather and conditions

- ☐ Check today's forecast and any weather alerts.
- ☐ Plan weather-sensitive work such as pours or lifts.
- ☐ Protect exposed materials and open areas.
- ☐ Adjust the plan for heat, cold, wind or rain.
- ☐ Confirm hydration and weather protection for the crew.
- ☐ Record the day's conditions for the log.

Document weather that affects productivity to support any schedule adjustments.

Safety walk

- ☐ Walk the site and check overall housekeeping.
- ☐ Confirm fall protection and guardrails are in place.
- ☐ Verify PPE is worn in designated areas.
- ☐ Inspect equipment, ladders and scaffolds.
- ☐ Check that hazards are barricaded and signed.
- ☐ Hold a toolbox talk on a relevant topic.

Materials and equipment

- ☐ Confirm deliveries scheduled for today.
- ☐ Inspect delivered materials for quantity and damage.
- ☐ Stage materials where crews need them.
- ☐ Check fuel, consumables and small tools.
- ☐ Confirm equipment is inspected and operational.
- ☐ Flag any shortages that could stop work tomorrow.

Progress tracking

- ☐ Walk active work areas and check progress.
- ☐ Compare actual progress against the schedule.
- ☐ Coordinate handoffs between trades.
- ☐ Verify completed work meets quality standards.
- ☐ Note any delays, conflicts or rework.
- ☐ Update the look-ahead plan as needed.

End-of-day log and lockup

- ☐ Record crew, hours and work completed.
- ☐ Log deliveries, visitors and inspections.
- ☐ Note delays, incidents and safety issues.
- ☐ Photograph progress and any concerns.
- ☐ Secure tools, materials and equipment.
- ☐ Lock the site and confirm it is left safe.