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.