

# bunker toolbox

BUNKER PROJECT PLANNING CHECKLISTS



## Course Assessment & Inventory

Planning Event	Date	Complete
Perform Initial Course Tour / Assemble Basic Thoughts	___/___/___	<input type="checkbox"/>
Review & Organize Historic/Current Bunker Complaints	___/___/___	<input type="checkbox"/>
Print Out Accounting Worksheets	___/___/___	<input type="checkbox"/>
Assemble & Organize Assessment/Inventory Binder	___/___/___	<input type="checkbox"/>
Define Image/Picture Capture Process (Digital)	___/___/___	<input type="checkbox"/>
Assemble Rain Event Bunker Pictures (Historic or Prepare)	___/___/___	<input type="checkbox"/>
Organize Assessment/Inventory Team	___/___/___	<input type="checkbox"/>
Perform Hole-By-Hole Accounting	___/___/___	<input type="checkbox"/>
Determining Weights & Measures	___/___/___	<input type="checkbox"/>
Accounting Review/Reconciliation	___/___/___	<input type="checkbox"/>
Distribute Bunker Survey	___/___/___	<input type="checkbox"/>
Tabulate Survey Responses	___/___/___	<input type="checkbox"/>
Categorize, Aggregate & Summarize Conditions	___/___/___	<input type="checkbox"/>
Wish List Creation	___/___/___	<input type="checkbox"/>
Wish List Prioritizing/Ranking	___/___/___	<input type="checkbox"/>
Perform Initial Impact Assessment	___/___/___	<input type="checkbox"/>
Determine Estimated Maintenance Costs	___/___/___	<input type="checkbox"/>
Prepare/Organize for Initial Management Presentation	___/___/___	<input type="checkbox"/>
Build Project Mission Statement	___/___/___	<input type="checkbox"/>
Build Course Description Statement	___/___/___	<input type="checkbox"/>
Build/Introduce Pictorial Review	___/___/___	<input type="checkbox"/>
Build Project Ideas/Alternatives	___/___/___	<input type="checkbox"/>
Build Challenges List	___/___/___	<input type="checkbox"/>
Build Cost/Benefit Analysis	___/___/___	<input type="checkbox"/>
Build Course Background/History Description	___/___/___	<input type="checkbox"/>

## Architect Selection Process

Planning Event	Date	Complete
Review Wish List	___/___/___	<input type="checkbox"/>
Build Broad Objectives	___/___/___	<input type="checkbox"/>
Prepare Detailed Project Description	___/___/___	<input type="checkbox"/>
Prepare Course Background	___/___/___	<input type="checkbox"/>
Review Architect RFP Template	___/___/___	<input type="checkbox"/>
Modify/Create Architect RFP Document	___/___/___	<input type="checkbox"/>
Establish Response Deadlines	___/___/___	<input type="checkbox"/>
Review ASGCA Website – Member List	___/___/___	<input type="checkbox"/>
Review Company Websites & Backgrounds	___/___/___	<input type="checkbox"/>
Confer w/ Local Clubs/Projects	___/___/___	<input type="checkbox"/>
Construct Initial RFP Mailing List	___/___/___	<input type="checkbox"/>
Prepare RFP Mailing	___/___/___	<input type="checkbox"/>
Organize Review Team	___/___/___	<input type="checkbox"/>
Receive RFP Responses	___/___/___	<input type="checkbox"/>
Verify/Review Company Info, Qualifications, Experience	___/___/___	<input type="checkbox"/>
Check/Review References	___/___/___	<input type="checkbox"/>
Compare Experiences with Project Objectives	___/___/___	<input type="checkbox"/>
Review Additional Capabilities	___/___/___	<input type="checkbox"/>
Select Finalists/Short List	___/___/___	<input type="checkbox"/>
Schedule/Plan Site Visits	___/___/___	<input type="checkbox"/>
Revise Working Documents/Objectives w/ Architects	___/___/___	<input type="checkbox"/>
Establish Final Proposal Deadlines	___/___/___	<input type="checkbox"/>
Receive/Review Final Proposals	___/___/___	<input type="checkbox"/>
Negotiate Costs & Contracts	___/___/___	<input type="checkbox"/>
Make Final Architect Selection	___/___/___	<input type="checkbox"/>

### Builder Selection Process

Planning Event	Date	Complete
Review Builder RFP Template	___/___/___	<input type="checkbox"/>
Build Project Description	___/___/___	<input type="checkbox"/>
Build Course Background	___/___/___	<input type="checkbox"/>
Review Project Specifications	___/___/___	<input type="checkbox"/>
Revise/Update Project Specifications, if needed	___/___/___	<input type="checkbox"/>
Modify/Create Builder RFP Document	___/___/___	<input type="checkbox"/>
Establish Response Deadlines	___/___/___	<input type="checkbox"/>
Review GCBA Website for Certified Builders	___/___/___	<input type="checkbox"/>
Review Company Websites & Background	___/___/___	<input type="checkbox"/>
Confer w/ Local Clubs/Projects	___/___/___	<input type="checkbox"/>
Construct Initial RFP Mailing List	___/___/___	<input type="checkbox"/>
Prepare Cover Letters & RFP Mailing	___/___/___	<input type="checkbox"/>
Receive RFP Responses	___/___/___	<input type="checkbox"/>
Schedule Review w/ Architect (if used)	___/___/___	<input type="checkbox"/>
Verify/Review Company Info, Qualifications, Experience	___/___/___	<input type="checkbox"/>
Check/Review References	___/___/___	<input type="checkbox"/>
Compare Experiences/Project Objectives	___/___/___	<input type="checkbox"/>
Review Additional Capabilities	___/___/___	<input type="checkbox"/>
Select Finalists/Short List	___/___/___	<input type="checkbox"/>
Schedule/Plan Site Visits	___/___/___	<input type="checkbox"/>
Discuss Total/Line Item Costs	___/___/___	<input type="checkbox"/>
Receive/Review Final Proposals	___/___/___	<input type="checkbox"/>
Final Contract Negotiations	___/___/___	<input type="checkbox"/>
Make Final Builder/Contractor Selection	___/___/___	<input type="checkbox"/>

## Master Planning Process

Planning Event	Date	Complete
Assemble/Select Internal Project Team	___/___/___	<input type="checkbox"/>
Review Course Objectives (Detailed) w/ Architect	___/___/___	<input type="checkbox"/>
Review Prioritized Wish List w/ Architect	___/___/___	<input type="checkbox"/>
Schedule Follow-Up Architect Site Visit	___/___/___	<input type="checkbox"/>
Review Preliminary Course Inventory w/ Architect	___/___/___	<input type="checkbox"/>
Architect Site Visit & Design Intent Discussion	___/___/___	<input type="checkbox"/>
Discuss Basic Design Alternatives w/ Architect	___/___/___	<input type="checkbox"/>
Creation of Preliminary Plans & Options by Architect	___/___/___	<input type="checkbox"/>
Creation of Preliminary Priorities & Budget by Architect	___/___/___	<input type="checkbox"/>
Schedule Preliminary Design Presentation w/ Project Team & Architect	___/___/___	<input type="checkbox"/>
Discussion of Design Options & Costs	___/___/___	<input type="checkbox"/>
Preparation of Illustrative Plans	___/___/___	<input type="checkbox"/>
Creation of Project Phasing Options	___/___/___	<input type="checkbox"/>
Creation of Initial Project Costs (Detailed Estimates)	___/___/___	<input type="checkbox"/>
Presentation of Master Plan	___/___/___	<input type="checkbox"/>
Review/Discussion of Master Plan w/ Internal Project Team	___/___/___	<input type="checkbox"/>
Approval of Master Plan/Specific Construction Phase	___/___/___	<input type="checkbox"/>
Creation of Construction Plans & Specifications	___/___/___	<input type="checkbox"/>
Solicitation of Construction Bids	___/___/___	<input type="checkbox"/>
Scheduling of Construction	___/___/___	<input type="checkbox"/>

### 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"/>

## In-House Project Task Review Checklist

Planning Event	Date	Complete
<b>Contractor Planning</b>		
Determine full scope of project	___/___/___	<input type="checkbox"/>
Conduct Area/site Reconnaissance	___/___/___	<input type="checkbox"/>
Establish work breakdown structure	___/___/___	<input type="checkbox"/>
Prepare chart of accounts directory/filing system	___/___/___	<input type="checkbox"/>
Develop cost estimate	___/___/___	<input type="checkbox"/>
Summarize materials by source	___/___/___	<input type="checkbox"/>
Prepare control schedule	___/___/___	<input type="checkbox"/>
Develop time-phased budgets	___/___/___	<input type="checkbox"/>
Develop risk management plan	___/___/___	<input type="checkbox"/>
Review insurance coverage	___/___/___	<input type="checkbox"/>
Determine construction equipment needs	___/___/___	<input type="checkbox"/>
Determine field staff requirements	___/___/___	<input type="checkbox"/>
Determine office equipment needs	___/___/___	<input type="checkbox"/>
Develop project execution plan	___/___/___	<input type="checkbox"/>
Assemble project procedures manual	___/___/___	<input type="checkbox"/>
Prepare emergency plans	___/___/___	<input type="checkbox"/>
Obtain permits	___/___/___	<input type="checkbox"/>
Plan layout of site for construction	___/___/___	<input type="checkbox"/>
Set up project files	___/___/___	<input type="checkbox"/>
Lease equipment	___/___/___	<input type="checkbox"/>
Coordinate with local authorities	___/___/___	<input type="checkbox"/>
<b>Client/Contractor Joint Planning</b>		
Conduct joint review of plans	___/___/___	<input type="checkbox"/>
Develop dispute resolution plan	___/___/___	<input type="checkbox"/>
Develop change management plan	___/___/___	<input type="checkbox"/>
Agree on progress payment plan	___/___/___	<input type="checkbox"/>
<b>Subcontracting</b>		
Determine subcontracting strategy	___/___/___	<input type="checkbox"/>
Prequalify subcontractors	___/___/___	<input type="checkbox"/>

Prepare bidding documents	___/___/___	<input type="checkbox"/>
Advertise subcontracts	___/___/___	<input type="checkbox"/>
Brief bidding subcontractors	___/___/___	<input type="checkbox"/>
Award subcontracts	___/___/___	<input type="checkbox"/>
Conduct subcontractor orientations	___/___/___	<input type="checkbox"/>
Inspect subcontractor work	___/___/___	<input type="checkbox"/>
Determine subcontractor progress	___/___/___	<input type="checkbox"/>
Approve subcontractor payments	___/___/___	<input type="checkbox"/>
Administer subcontractor changes	___/___/___	<input type="checkbox"/>

## Purchasing and Warehousing

Prequalify vendors	___/___/___	<input type="checkbox"/>
Review company surplus stocks	___/___/___	<input type="checkbox"/>
Seek quotations	___/___/___	<input type="checkbox"/>
Issue purchase orders	___/___/___	<input type="checkbox"/>
Track purchases	___/___/___	<input type="checkbox"/>
Expedite purchases	___/___/___	<input type="checkbox"/>
Inspect incoming materials	___/___/___	<input type="checkbox"/>
Store, inventory and issue materials	___/___/___	<input type="checkbox"/>

## Office Administration

Handle personnel administration	___/___/___	<input type="checkbox"/>
Receive and code time cards	___/___/___	<input type="checkbox"/>
Receive and code invoices	___/___/___	<input type="checkbox"/>
Code equipment charges	___/___/___	<input type="checkbox"/>
Prepare daily project diary	___/___/___	<input type="checkbox"/>
Maintain correspondence files	___/___/___	<input type="checkbox"/>
Prepare daily reading file	___/___/___	<input type="checkbox"/>
Maintain contract files	___/___/___	<input type="checkbox"/>
Maintain submittals register	___/___/___	<input type="checkbox"/>
Maintain drawing/spec files	___/___/___	<input type="checkbox"/>
Maintain manuals files	___/___/___	<input type="checkbox"/>
Chair weekly planning meeting	___/___/___	<input type="checkbox"/>
Prepare estimates for changes	___/___/___	<input type="checkbox"/>
Negotiate change orders	___/___/___	<input type="checkbox"/>



Maintain payroll

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Prepare requests for payment

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Take project photographs

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## Field Controls and Reporting

Receive/process crew daily reports

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Measure completed work

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Mark up drawings as built

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Maintain on-project status charts

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Prepare weekly schedule update

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Prepare weekly budget update

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Prepare manpower reports

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Prepare monthly executive report

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## Safety & Security

Perform Safety (OSHA) pre-work review

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Conduct worker orientations

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Conduct Site Security talks

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Conduct daily inspections

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Maintain safety & security files

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Prepare safety & security reports

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Investigate incidents

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## Construction Equipment

Perform daily servicing

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## Project Communications Checklist

Planning Event	Date	Complete
Create Club/Member Project Information/Summary Memo	___/___/___	<input type="checkbox"/>
Create Project Notice Posters	___/___/___	<input type="checkbox"/>
Create Vendor/Supplier Contact Info Sheets	___/___/___	<input type="checkbox"/>
Organize Contact Conversation Methods	___/___/___	<input type="checkbox"/>
Develop Internal Team Correspondence Methods	___/___/___	<input type="checkbox"/>
Develop Team Meeting Action Logs	___/___/___	<input type="checkbox"/>
Organize Change Management Policies	___/___/___	<input type="checkbox"/>
Build Simplified Construction Schedule for Club/Members	___/___/___	<input type="checkbox"/>
Refine/Update Notices Throughout Project	___/___/___	<input type="checkbox"/>
Develop Golfer Notification Process	___/___/___	<input type="checkbox"/>
Create Score Card Inserts – Project Updates and Traffic Rules	___/___/___	<input type="checkbox"/>
Develop & Post/Distribute Team Meeting Schedule	___/___/___	<input type="checkbox"/>
Revise Meeting Schedule (as needed)	___/___/___	<input type="checkbox"/>