

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"/>