

PRE-CONSTRUCTION CHECKLIST TEMPLATE

Last Updated: February 2026

Project Information:

Project Name: _____

Project Number: _____

Contract Amount: _____

Start Date: _____

Prepared By: _____

Date: _____

PHASE 1: PROJECT EVALUATION

Opportunity Assessment:

- & Project fits our capabilities
- & Owner has good payment reputation
- & Project location is accessible
- & Schedule is realistic
- & Project will be profitable

Risk Assessment:

- & Site conditions evaluated
- & Design completeness reviewed
- & Permits can be obtained in time
- & Long-lead items identified
- & Weather constraints considered
- & Material/labor availability confirmed

Status: + Not Started | Ø=ßá In Progress | ' Complete

Completed By: _____

PHASE 2: DESIGN REVIEW

Drawing Review:

- & All drawing sheets received
- & Latest revisions confirmed
- & Architectural/structural/MEP coordinated
- & Drawings are clear and buildable
- & Conflicts identified and resolved

Specification Review:

- & Submittal requirements identified
- & Product requirements clear
- & Testing requirements noted
- & Quality standards understood
- & Closeout requirements documented

Value Engineering:

- & Cost savings opportunities identified
- & Schedule improvements evaluated
- & Material alternatives considered
- & Constructability reviewed

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PHASE 3: ESTIMATING & BUDGETING

Quantity Takeoff:

- & Material quantities calculated
- & Labor hours estimated by trade
- & Equipment needs identified
- & Subcontractor scope defined

Pricing:

- & Material costs current
- & Labor rates include burden
- & Equipment costs (rent vs. own) determined
- & Subcontractor quotes received
- & Overhead allocated properly
- & Profit margin appropriate

Budget Development:

- & Direct costs totaled
- & General conditions included
- & Overhead allocated
- & Contingency added (5-10%)
- & Profit included

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PHASE 4: SCHEDULE DEVELOPMENT

Master Schedule:

- & Project phases identified
- & Durations estimated realistically
- & Dependencies mapped
- & Key milestones set
- & Critical path identified

Long-Lead Items:

- & Structural steel (8-12 weeks)
- & Elevators (12-16 weeks)
- & Mechanical equipment (8-12 weeks)
- & Custom millwork (6-10 weeks)
- & Curtain wall (10-14 weeks)
- & Other long-lead items identified

Action: Order long-lead items immediately upon contract award

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PHASE 5: SUBCONTRACTOR SELECTION

Prequalification:

- & Similar project experience verified
- & Capacity to handle scope confirmed
- & Financial stability checked
- & Safety record (EMR) reviewed

& References checked

Bidding:

- & Scope letters detailed and clear
- & Latest drawings provided
- & Site visit arranged
- & Bidder questions answered
- & Competitive bids received

Award:

- & Best value selected (not just lowest price)
- & Contracts executed before work starts
- & Insurance certificates (COIs) received
- & Schedule confirmed with subs

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PHASE 6: PERMITS & APPROVALS

Building Permits:

- & Application submitted early
- & Permit fees paid
- & Plans approved
- & Permit issued before starting work

Other Permits:

- & Grading permit (if earthwork)
- & Utility permits (power, water, sewer)
- & Street/sidewalk permit (if affecting public right-of-way)
- & Environmental permits (if required)

Approvals:

- & HOA approval (if applicable)
- & Design review approval (if required)
- & Fire department approval
- & Other agency approvals

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PHASE 7: SITE PREPARATION

Site Access:

- & Access routes identified
- & Worker parking arranged
- & Material laydown areas designated
- & Temporary utilities available (power, water)

Site Setup:

- & Perimeter fencing installed
- & Project signage posted
- & Field office location determined
- & Temporary facilities arranged (toilets, storage)

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PHASE 8: TEAM ASSEMBLY

Key Personnel:

- & Project Manager assigned
- & Superintendent assigned
- & Project Engineer assigned (if needed)
- & Safety Manager assigned (if required)

Communication Plan:

- & Regular meeting schedule established
- & Reporting procedures defined (daily/weekly)
- & Communication tools selected
- & Contact list distributed

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PHASE 9: RISK MITIGATION

Insurance:

- & General liability coverage adequate
- & Workers' compensation current and adequate
- & Builder's risk obtained (if required)
- & Subcontractor COIs received

Bonds:

- & Bid bond obtained (if required)
- & Performance bond obtained (if required)
- & Payment bond obtained (if required)

Contracts:

- & Prime contract reviewed and executed
- & Subcontracts executed before work starts
- & Major material purchase orders issued

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MUST-HAVE BEFORE START SUMMARY

Critical Items (All Required):

- & Contract executed
- & Permits obtained
- & Insurance in place
- & Key subs under contract
- & Long-lead items ordered
- & Site access established
- & Team assembled
- & Schedule approved
- & Budget approved

Sign-Off:

Project Manager: _____

Operations Manager: _____

Safety Manager: _____

WARNING: Never begin construction until all critical items are complete. Starting without permits, insurance, or proper contracts can result in stop-work orders, fines, and legal issues.