

# Job Management Checklist

<b>JOB NAME:</b>	<b>DATE:</b>
<b>OWNER:</b>	<b>JOB NUMBER:</b>

***RESPONSIBLE PARTIES***

Project Executive (PE)	
Vice President of Project Management (VPO)	
General Superintendent (GS)	
Project Manager (PM)	
Superintendent (S)	
Controller (C)	
Assistant Project Manager (APM)	
Office Manager (OM)	
Architect	
Geotechnical	
Civil Engineer	
Structural Engineer	
Electrical Engineer	
Mechanical Engineer	
Owner's Representative	

***JOB INFORMATION***

Building permit number	
Job start date	
Job completion date	
Job plans dated	
With revisions dated	
Addenda numbers/dated	
Specifications dated	
Warranty date	

COMP.	ACTIVITY	RESP	DATE	REMARKS
	1 Prepare 305 Qualifications	OM		
	2 Review Qualifications	PE		
	3 Submit Qualifications	PE		
	4 Qualify Owner	PE		
	5 Phase 1 Qualification Letter Sent	PE		
	6 Review Of Owner Meeting	PE		
	7 Owner Approval of Phase 1	PE		
	8 Determined Design Team	PE		
	9 Geotechnical Study Performed	PM		
	10 Geotechnical Study Forwarded to Design Team	PM		
	11 Received Owner's Design Criteria	PM		
	12 Review Owner's Criteria with Design Team	PM		
	13 Interview Owner's Representative	GS		
	14 Interview Owner With Design Team	PM		
	15 Internal Constructability Review	PM		
	16 40% Design Review with Design Team	PM		
	17 Preliminary Estimate Created	PM		
	18 Preliminary Estimate/RFI's/Terms Sent	PM		
	19 Select MEP Subcontractors	PM		
	20 Select Structural Supplier	PM		
	21 Complete Quantity Survey	PM		
	22 Complete Suppliers Quotations	APM		
	23 Proposal / Schedule Created	PM		
	24 Proposal / Schedule Reviewed	PE		Letter of Intent or Contract?
	25 Proposal / Schedule Approval by Owner	PE		
	26 Finish Plans and GMP	PM		
	27 Document Review with Owner / Designers	PM		
	28 Contract Agreed to	PE		
	29 Assign Superintendent	GS		
	30 Schedule Turnover Meeting	PM		
	31 Held Turnover Meeting	PM		
	32 Turnover Meeting Evaluated	PM		
	33 Budget Created and Given to Accounting	PM		
	34 Job Number Assigned	C		
	35 Building Permit applied for	PM		
	36 Building Permit approved	PM		
	37 Health Permit Applied for	PM		
	38 Health Permit Approved	PM		
	39 Schedule of Values Determined	PM		
	40 Schedule of Values Approved By Owner	PM		
	41 Submittal Log Set Up	PM		
	42 Material Log Set Up	PM		
	43 Shop Drawing Log Set Up	PM		
	44 Submit for Payment and Performance Bond	PM		
	45 Payment and Performance Bond Received	PM		
	46 Equipment needs list sent to Project Manager	PM		
	47 Long Lead Time Items Identified	PM		
	48 Long Lead Time Items Bought Out	PM		
	49 Suppliers Bought Out (%)	PM		
	50 Subcontractor Bought Out (%)	PM		
	51 Project Files set up	PM		
	52 Trailer Ordered	PM		
	53 Phone Service Ordered	PM		
	54 Job Site Office Equipment Ordered	PM		
	55 Finish Schedule Approved	PM		


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CC:

