



PROJECT CHECKLIST

Project Name _____ Project Number _____

Review with customer prior to construction start:

- Verified location of building and benchmark and grade.
- Reviewed prints for door location & swing, window locations and building colors.
- Verified location of building permit.
- Utility lines are marked.

Customer Signature _____ Date: _____

Customer Orientation:

- Provided the customer with instruction on proper operation of doors and windows.
- Walked through the building with the customer, interior and exterior.
- Construction debris cleaned up around jobsite and placed in the dumpster provided by the owner.
- Verified overall building appearance is acceptable (framing, sheeting, trims).
- Handed the keys over to the customer.

Comments:

Customer Signature: _____ Date: _____

Crew Foreman Signature: _____

Thank you for your business. We appreciate the opportunity to serve you.