

The Preconstruction Checklist

Before a single crew member mobilizes, verify that every administrative, financial, and technical deliverable is complete. Use this single-page checklist to confirm no critical item falls through the cracks.

TECHNICAL & DOCUMENTS

- Obtain 100% complete "Issued for Construction" (IFC) documents.
- Verify all bid-period addenda and RFIs are incorporated into the conformed set.
- Confirm material standards and installation methods are clearly specified for all trades.

SCHEDULE & LOGISTICS

- Finalize CPM schedule covering preconstruction through closeout.
- Integrate material lead times and specialized labor availability.
- Verify critical path tasks and establish mitigation strategies for potential delays.

PERMITS & COMPLIANCE

- Secure all required local building and trade-specific permits.
- Obtain NPDES permit and develop a Stormwater Pollution Prevention Plan (SWPPP).
- Confirm necessary land disturbance or maintenance of traffic approvals.

PROCUREMENT & SUBMITTALS

- Approve and log all critical path submittals and shop drawings.
- Cross-reference confirmed delivery windows against the physical project schedule.

FINANCIAL & BUDGET

- Finalize and approve the total project budget (GMP or lump sum).
- Confirm construction and owner contingency reserves are established (typically 10–15%).
- Secure full funding approval from project lenders.

LEGAL & CONTRACTS

- Execute all specialty subcontractor agreements with detailed scope exhibits.
- Collect General Liability COIs naming owner/GC as additional insured.
- Verify Workers' Compensation policies include a waiver of subrogation.

SAFETY & RISK MITIGATION

- Develop site-specific Accident Prevention Program (APP) or HASP.
- Integrate mental health, wellness, and OSHA heat illness prevention protocols.
- Obtain formal safety plan sign-offs from every subcontractor.

- Establish a material procurement log for tracking long-lead components.