



Lead Carpenter Job Start Checklist

(This checklist is assembled by the Production Manager and is reviewed with the Lead Carpenter)

Project Name: _____ Primary Contact: _____

Project Number: _____ Estimated Start Date: _____

- Send client letter
- Pre-con meeting date: _____
- Pick up permit
- Confirm demolition schedule
- Confirm excavation/foundation schedule
- Call Gopher One-Call
- Review and update construction schedule
- Order dumpster
- Order portable toilet
- Set-up Job Start with Scherer Bros. Lumber
- Order initial materials (lumber, floor and dust protection supplies, etc.)
- Create Lead Carpenter binder (include the following):
 - Client info & map
 - Subcontractor list/proposals
 - Contract specs
 - Special order list
 - Final plans & permit
 - Appliance cut-sheets
 - Job schedule
 - Budget
- Mobilization (deliver the following items to job site):
 - Job sign
 - Communication binder/Site Rules
 - Lockbox
 - Dust protection materials
 - Fax machine
 - Waste buckets
- Project includes the following long lead time items:
 - Trusses
 - Cabinets
 - Windows
 - Appliances
 - Doors
 - Special order items
- Order/Schedule tools and equipment (ladders, scaffold, framing equipment, etc.)
