



## Production Job Start Checklist

*(This checklist is assembled by Sales and is reviewed with Production Mgr.)*

Project Name: \_\_\_\_\_ Contract Date: \_\_\_\_\_

Project Number: \_\_\_\_\_ Est. Construction Time: \_\_\_\_\_

**These must be completed immediately (notify Marketing Department when they are done):**

- |   |  |
|---|--|
| <input type="checkbox"/> Client waiver is signed                    | <input type="checkbox"/> Complete Marketing Client Tracking Form |
| <input type="checkbox"/> Get mailing list for neighborhood mailings | <input type="checkbox"/> Job Sign is in the ground               |

**General tasks:**

- |  |  |
|--|--|
| <input type="checkbox"/> Final plans                 | <input type="checkbox"/> Subcontractor proposals:  |
| <input type="checkbox"/> Signed Contract and deposit | <input type="checkbox"/> Review sales/design notes |
| <input type="checkbox"/> Zoning OK                   | <input type="checkbox"/> Master Builder budget     |
| <input type="checkbox"/> Permit approved             | <input type="checkbox"/> Preliminary schedule      |
| <input type="checkbox"/> Permit applied for _____    |  |

"Before" photographs

- |  |  |
|--|--|
| <input type="checkbox"/> Demolition        | <input type="checkbox"/> Hardwood floors |
| <input type="checkbox"/> Excavation        | <input type="checkbox"/> Ceramic Tile    |
| <input type="checkbox"/> Foundation        | <input type="checkbox"/> Cabinets        |
| <input type="checkbox"/> Trusses           | <input type="checkbox"/> Countertops     |
| <input type="checkbox"/> Windows/Ext.Doors | <input type="checkbox"/> Painting        |
| <input type="checkbox"/> Insulation        | <input type="checkbox"/> HVAC            |
| <input type="checkbox"/> Roofing           | <input type="checkbox"/> Plumbing        |
| <input type="checkbox"/> Siding            | <input type="checkbox"/> Electrical      |
| <input type="checkbox"/> Masonry/Stucco    | <input type="checkbox"/> _____           |
| <input type="checkbox"/> Drywall           | <input type="checkbox"/> _____           |

Items that need to be selected/approved allowances (see special order checklist)

- |   |   |
|---|---|
| <input type="checkbox"/> Cabinets/Layout        | <input type="checkbox"/> Light fixtures   |
| <input type="checkbox"/> Plumbing fixtures      | <input type="checkbox"/> Finish hardware  |
| <input type="checkbox"/> Appliances             | <input type="checkbox"/> Paint colors     |
| <input type="checkbox"/> Countertops            | <input type="checkbox"/> Floor coverings  |
| <input type="checkbox"/> Ceramic tile           | <input type="checkbox"/> Front entry door |
| <input type="checkbox"/> Millwork style/species | <input type="checkbox"/> Shower door      |

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