



PROJECT PRODUCTION START CHECKLIST

Client Name: _____ Contract Date: _____ Contract #: _____
 Address: _____ Start Date: _____
 _____ Job Phone: _____
 Designer: _____ Salesperson: _____

CHECK ALL ITEMS THAT HAVE BEEN RECEIVED

- | | |
|--|---|
| <input type="checkbox"/> Two (2) sets plans and specifications. | <input type="checkbox"/> Material list, accurately priced with source and date. |
| <input type="checkbox"/> Two (2) sets signed contract. | <input type="checkbox"/> Copy of cabinet order. |
| <input type="checkbox"/> Signed Right of Recision form (where required). | <input type="checkbox"/> Appliance/fixture/fitting cut sheets. |
| <input type="checkbox"/> "Before" photographs. | <input type="checkbox"/> Change order(s) signed. |
| <input type="checkbox"/> Subcontractor bids: | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> _____ |
| <input type="checkbox"/> HVAC | |
| <input type="checkbox"/> Other _____ | |

CHECK ALL ITEMS THAT ARE COMPLETE PRIOR TO JOB START

- | | |
|---|---|
| <input type="checkbox"/> Plans reviewed and accepted. | <input type="checkbox"/> Permit received. |
| <input type="checkbox"/> Bids reviewed and accepted. | <input type="checkbox"/> Key/access to job arranged. |
| <input type="checkbox"/> Pre-installation conference complete. | <input type="checkbox"/> Phone number of job established. |
| <input type="checkbox"/> Jobsite walk-through complete. | <input type="checkbox"/> Security System disabled. |
| <input type="checkbox"/> Job measurements checked. | <input type="checkbox"/> Parking area determined. |
| <input type="checkbox"/> Cabinet measurements reviewed and order checked. | <input type="checkbox"/> Restroom facilities identified. |
| <input type="checkbox"/> Start & completion dates approved by manager/client. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Job schedule established with subcontractor. | <input type="checkbox"/> _____ |