

JOE ARRUDA CONSTRUCTION, INC.

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MA CS# 14102
MA HIC# 76212
RI # 21309

PROJECT CHECKLIST

Discussion Items and Review, every Client & Project

Project Preparedness:

- Construction Drawings / Design
- Permitting
- Zoning Regulations
- Contractor Agent Authorization
- Disposal (type and location)
- Lead Paint / Asbestos
- Dust / Property Protection / Allergies
- Wall Mounted Art & Keepsakes
- Children & Pets
- Documentary & Promotional Release
- Privacy
- Temporary Disruption of Services
- Insurances / Coverage
- Employees, Contractors & Vendors

The Work:

- Product Selections / Allowances
- Special Orders & Lead Time
- Discoveries
- Changes In The Work
- Owner Supplied Materials / Re-Use Existing
- Matching Existing Finishes
- Purchases on Contractor Accounts
- Deadlines & Dates
- Storm Conditions / Weather Considerations
- Signatures / Approvals / Inspections

Property Access:

- Electricity
- Water
- Emergency Shut-Off's
- Restrooms
- Keys / Security Codes
- Work Hours
- Job / Yard Sign
- Permit Location
- Job Safety
- Equipment Use & Storage
- Parking

Completion / Closeout:

- Punch List
- Product Documentation
- Warranty Information / Registration
- Site / Yard Cleanup
- Material Storage (leftover paints, tiles, roofing)
- Scheduled Maintenance

Emergency Contact Information - Water & Fuel Emergency Shut-Off Locations:

NOTES: