PROJECT CHECKLIST - OFFICE FOLDER

Purpose: To get all pertinent data into the folder and into the hands of the appropriate employees rapidly so there are no slowdowns or stops on the administration lines.

CLIENT NAME: Billing Address:			**Client P.O. #:** **Client Job #:** **Client Contr. #:**	
JOB NAME:				
JOB NUMBER:			**Submittals:**	
JOB ADDRESS:			Workers Comp. Ins./ Gen'l Liability	
Brief Job Description:			Certifications	
T&M Shop Field Crane			Business Licenses	
Contacts/Phone #s:			Certifications	
			Auto Ins. Certs.	
Terms: (Circle One)	Adv. Pmt.	COD Net 30 Contract	Certified Payroll	
Total Contract Amt:			Application for Pymt.	
Start Date:		Completion Date:	Partial Lien Release	
Payment Terms:			Sub/Con. Warrantee	
			Final Release of Lien	
Billing should be received by:_____			Scope of Wk. Docs.	

EXECUTIVE MANAGER

- ☐ 1. Verify correctness of the contract.
- ☐ 2. Make an office folder for the project.
- ☐ 3. Fill in all data at the top of this form.
- ☐ 4. Put the job name on the tab of a manila file folder to be used in the office.
- ☐ 5. Put the contract documents and any other administrative notes in the office folder.
- ☐ 6. Send the office folder to finance manager.
- ☐ 7. Start a production checklist and make a green production folder. Place all the plans, drawings, specifications, schedule, and all documentation required for production into the folder. Send the production folder to the sales manager.

FINANCE MANAGER

- ☐ 7. Log job data into computer (name, address, job #, etc.)
- ☐ 8. If possible, create an invoice in the accounting program which shows correctly any money collected, what is to be billed and amounts due. If not possible now, do it as soon as you can.
- ☐ 9. See that all **submittals** marked on the top of this page are sent immediately.
- ☐ 10. Get a copy of your customer's annual resale certificate if you are not charging them sales tax. Put the copy in the annual resale certificate folder.
- ☐ 11. Send the office folder to the sales manager.

SALES MANAGER

- ☐ 12. Check over all the information in the office folder and make sure it is correct and complete. If not make any corrections required in red ink and get any required documentation to make it complete.
- ☐ 13. Send the office folder to the finance manager.
- ☐ 14. Check over the production folder information and make sure it is all correct and complete. If not, make any corrections required in red ink and get any required documentation to make it complete.
- ☐ 15. Send the production folder to the operations manager.

FINANCE MANAGER

- ☐ 16. When the deposit is collected, notify the operations manager in writing of the amount received.
- ☐ 17. Put folder in the "in progress" bin until you get the production folder back as complete. Always check for any billing that can be done before the twenty-fifth of each month so the payment can be received by next month.
- ☐ 18. When you receive the production folder back, begin to close out the project.
- ☐ 19. Verify that the Statement of Completion has been signed. (production checklist item #25)
- ☐ 20. Create an invoice now if one was not already done.
- ☐ 21. Complete any submittals needed to get final payment. Example: certified payroll, G702, G703, lien release, etc.
- ☐ 22. Bill for any unpaid balances and/or retainage sums.
- ☐ 23. Note status of balance due at this time:
- ☐ 24. Log data into collections sheet.
- ☐ 25. File folder in collections bin and call client when balance is due.
- ☐ 26. Collect balance, reconcile job account, and if the correct amount has been paid, deposit the check into our account. (Make copies of the check and put it into the folder.) If the wrong amount has been paid, find out why and get the right amount paid.
- ☐ 27. Notify the operations manager that the final balance has been collected on this job.

END OF CHECKLIST. LEAVE IN THE FOLDER ONCE COMPLETED.

The above checklist tracks the project through all the administrative actions required on a construction project. Again, this is just an example. It may work for your company or it may be partially or totally off base. The purpose is to help you understand the importance of them so that every single step in every single operation can be accomplished, producing the desired end result.