



## Construction Overview Checklist

When beginning a construction project there are a number of factors that need to be determined before the projects starts. Another important step during a construction project is maintaining open communication lines between contractors, sub-contractors and architects/designers. The following checklist can help keep the project team informed of deadlines, changes to initial plans, and other communication necessary for efficient project completion.

- Assemble a project team to define the project and manage the building process
- Develop a project budget and timetable
- Secure financing
- Conduct initial site research and planning
- Compile a list of designers/architects; then interview and select one from list
- Finalize structural/architectural plans
- Develop a list and interview qualified construction companies, contractors and expeditors and select one from list
- Review the construction contract
- Determine and purchase necessary insurance coverage
- Organize recurring meetings with project team to keep project on schedule
- Keep accurate records of completed work
- Inspect, approve and make sure each job meets inspection as it is completed

For more information, including a list of contractors, visit [www.buildingadvantage.org](http://www.buildingadvantage.org).