

PROJECT CHECK LIST					
PROJECT NAME			PROJECT NUMBER		
ITEM	DATE	INITIAL	ITEM	DATE	INITIAL
PARTIAL DEPOSIT [1]			APPLIANCES CUT OUTS SENT [76]		
PLANS CHOSEN [2]			PLUMBING FIXTURES DELIVERED [77]		
FIRST SELECTION MEETING [3]			PLUMBER TOP OUT [78]		
ITEMS BIDED [4]			WATER & SEWER TIED IN [79]		
FINAL SELECTION MEETING [5]			HVAC ROUGHED IN [80]		
GBS PACKET COMPLETE [6]			SCHEDULE BRICK DELIVERY [81]		
CUSTOMER DEPOSIT 15% [7]			ELECTRICAL TOP OUT COMPLETE [82]		
CONTRACT SIGNED [8]			ROOF COMPLETE [83]		
SURVEY ACQUIRED [9]			INTERNAL INSPECTION [84]		
PLANS TO POST TENSION [10]			PARISH INSPECTION [85]		
PLANS TO PLUMBER [11]			INSULATION INSTALLED [86]		
PLANS TO LUMBER YARD [12]			THIRD DRAW [87]		
CONTACT DIRT/PLANS FORMER [13]			ORDER GARAGE DOOR [88]		
SELECTIONS TO VENDORS [14]			BRICKS DELIVERED [89]		
PERMIT PACK & APPLIED FOR [15]			SCHEDULE TRIM CARPENTER [90]		
PORTABLE TOILET ORDERED [16]			SCHEDULE PAINTER [91]		
CULVERT/TEMP POLE ORDERED [17]			ORDER FLOORING [92]		
WATER DEPOSIT MADE [18]			SCHEDULE PRODUCT DELIVERY [93]		
SIGN PLACED ON PROPERTY [19]			SCHEDULE FINAL GRADE [94]		
LOT CLEARED [20]			BRICKS LAID [95]		
HOUSE PLOTTED [21]			SHEETROCK COMPLETE [96]		
PERMIT RECEIVED & ON SITE [22]			STUCCO COMPLETE [97]		
LOT FILLED [23]			VINYL HUNG [98]		

ITEM	DATE	INITIAL	ITEM	DATE	INITIAL
ELECTRIC COMPANY CALLED [24]			WALLS PRIMED [99]		
TEMP POLE IN PLACE [25]			INTERNAL INSPECTION [100]		
ELECTRICITY HOOKED UP [26]			SECOND CLEAN [101]		
WATER METER IN PLACE [27]			FOURTH DRAW [102]		
FORM PACK & SILT ON SITE [28]			INT. DOORS & TRIM DELIVERED [103]		
WINDOWS ORDERED [29]			SCHEDULE FLOOR INSTALLER [104]		
EXTERIOR DOORS ORDERED [30]			SCHEDULE FLAT WORK [105]		
PLUMBING FIXTURES ORDERED [31]			CONCRETE ON WILL CALL [106]		
FIRE PLACE ORDERED [32]			SCHEDULE CULVERT SURVEY [107]		
SLAB SPOT/TERMITE SCHEDULED [33]			SAND LEVEL FLOORS [108]		
POST TENSION SCHEDULED [34]			TRIM COMPLETE [109]		
CONCRETE ON WILL CALL [35]			FINAL GRADE [110]		
PUMP TRUCK SECURED [36]			FORM FLAT WORK [111]		
SLAB FORMED [37]			POUR FLAT WORK [112]		
TAMMANY DRAIN INSPECTION [38]			HOUSE PAINTED [113]		
PLUMBING UNDERGROUND [39]			SCHEDULE TRIM CARPENTER [114]		
PLUMBER STUB HOSE BIB [40]			SCHEDULE COUNTER TOPS [115]		
INTERNAL INSPECTION [41]			CABINETS INSTALLED [116]		
SLAB DUG [42]			ORDER APPLIANCES [117]		
PLANS TO FRAMER SCHEDULED [43]			ORDER PLUMBING FIXTURES [118]		
TERMITE COMPLETED [44]			ORDER ELECTRICAL FIXTURES [119]		
POST TENSION COMPLETE [45]			ORDER CARPET [120]		
ELECTRICAL UNDERGROUND [46]			SCHEDULE LANDSCAPE [121]		
INTERNAL INSPECTION [47]			ORDER SOD [122]		
PARISH INSPECTION [48]			FLOORS INSTALLED [123]		
SLAB FINISHED [49]			TRIM COMPLETE [124]		

ITEM	DATE	INITIAL	ITEM	DATE	INITIAL
FIRST DRAW [50]			GARAGE DOOR INSTALLED [125]		
FRAME LUMBER DROPPED [51]			SCHEDULE PRODUCT DELIVERY [126]		
FORMS WRECKED [52]			INSTALL COUNTERTOPS [127]		
FRAMER ON SITE REVIEW [53]			ORDER MIRRORS & SH. DOOR [128]		
SCHEDULE INSULATION [54]			SCHEDULE ELECTRIC TIE IN [129]		
SCHEDULE PRODUCT DELIVERY [55]			SCHEDULE PLUMBER [130]		
DUMPSTER ORDERED [56]			SCHEDULE HVAC [131]		
ROOFING ORDERED [57]			SCHEDULE ELECTRICIAN [132]		
BRICKS ORDERED [58]			APPLIANCES DELIVERED [133]		
SCHEDULE PLUMBER & ROOFER [59]			PLUMBING FIXTURES DELIVERED [134]		
SCHEDULE HVAC [60]			ELECTRIC FIXTURES DELIVERED [135]		
SCHEDULE ELECTRICIAN [61]			PLUMBING TRIM OUT COMPLETE [136]		
HOUSE FRAMED WITH FELT [62]			HVAC TRIM OUT COMPLETE [137]		
WINDOWS DOORS INSTALLED [63]			ELECTRIC TRIM OUT COMPLETE [138]		
FIREPLACE INSTALLED [64]			ELECTRICITY TIED IN [139]		
SECOND DRAW [65]			INSTALL MIRRORS & SH. DOOR [140]		
FIRST CLEAN [66]			CARPET INSTALLED [141]		
SCHEDULE BRICK LAYER [67]			LANDSCAPE INSTALLED [142]		
SCHEDULE STUCCO [68]			SOD INSTALLED [143]		
SCHEDULE VINYL [69]			TAMMANY DRAIN INSPECTION [144]		
ORDER/SCHEDULE SHEETROCK [70]			THIRD CLEAN [145]		
SCHEDULE PRIME OUT [71]			PARISH INSPECTION [146]		
ELECTRICAL WALK THROUGH [72]			FINAL INTERIOR CLEAN [147]		
MEASURE & ORDER INT. DOORS[73]			FINAL DRAW [148]		
ORDER TRIM [74]			PROJECT CLOSED [149]		
CABINET MEASURED & PICKED [75]			PUNCH OUT [150]		

