SOP Template				
Company Name	Process Name	Date Created	Revision Number	
One Touch Automation	Pre-Drywall Audit	5-17-24	1	
	Process Frequency (Daily/W	eekly/Monthly/Project B	ased)	
	Projec	t Based		
	Process D	Description		
	Site Audit pr	ior to drywall		
Who's Involved			are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.		
Project Manager	Project manager	ToDoi	ToDoist, Google Drive	
		Pre-D	Pre-Drywall checklist	
	\Albert avaithers	augntial stance		
		equential steps?	Who is Describe 0	
Step Description  Print out phase documentation for reference			Who is Responsible?  Project Manager	
Schedule site audit in QB Time			Project Manager  Project Manager	
Perform trim site audit (use checklist for items to inspect)			Project Manager	
Update task list (if needed)			Project Manager	
Update RFI list (if needed)			Project Manager	
Update Monday.com status			Project Manager	
•			, ,	
What a	are the outputs [Defined Stand	dards of Completion or	Deliverables]	
Audit completed				
		ess transfer to next?		
Name	Department			
Project Manag	jer Project	Manager	Schedule Punch List	
			Site follow up for drywall status	
		S	ite follow up for drywall status	