| | | Checklist T | emplate | | |
|---|---|-------------------------|--|-----------------------|--|
| Company Name | | Checklist Name | Date Created | Revision Number | |
| One Touch Automatio | | Execute Punch List | 6/11/24 | V1 | |
| | Checklist Fr | equency (Daily/Weekly/N | Monthly/Project or Phase Base | ed) | |
| | | Project B | ased | | |
| | | Checklist Des | | | |
| Г | Define the proce | | • | n etane | |
| Define the process of completing a job site checklist and followin Who's Involved When is the c | | | | | |
| Name Department or Function | | | When is the checklist needed? Example: Phase completion, proposal created, etc. | | |
| Project Manager | Project Mana | • | Anytime a technician is scheduled in the field to complete work | | |
| Field Technician Field Technician | | | Prior to phase audit visits | | |
| Tota Tooliinolaii | | | | ase audits visits | |
| | | | 1 oot pridoo | , addite viole | |
| | | | | | |
| | • | What are the | items? | | |
| ltem | | | | Completed | |
| Review daily scope of work and task list to determine what equipment is needed | | | | | |
| Ask Project Manager any o | | | | | |
| Perform work as noted on daily or client project task list | | | | | |
| As work is completed, update task list software | | | | | |
| At end of day, post work notes in client slack channel | | | | | |
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| | | Who does the process | s transfer to next? | | |
| Name Department or Function | | | | Milestone | |
| Project M | | Project Mai | | Pre-Drywall Audit | |
| • | • | | | | |
| Project IV | Project Manager Project Manager Project Manager Project Manager E | | | . Jot Drywan / wall | |
| | | | | lectrical Walkthrough | |