

Checklist Template

Company Name	Checklist Name	Date Created	Revision Number
One Touch Automation	Execute Punch List	6/11/24	V1

Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)

Project Based

Checklist Description

Define the process of completing a job site checklist and following steps

Who's Involved		When is the checklist needed?
Name	Department or Function	Example: Phase completion, proposal created, etc.
Project Manager	Project Manager	Anytime a technician is scheduled in the field to complete work
Field Technician	Field Technician	Prior to phase audit visits
		Post phase audits visits

What are the items?

[illegible]

Who does the process transfer to next?

Name	Department or Function	Milestone
Project Manager	Project Manager	Pre-Drywall Audit
Project Manager	Project Manager	Post Drywall Audit
Project Manager	Project Manager	Electrical Walkthrough
Project Manager	Project Manager	Trim Audit