

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Site Audit - Post Drywall	5/17/24	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
To outline the the audit process after the installation of drywall during the rough-in phase.			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Project Manager	Project Manager	Monday.com , Google Drive, ToDoist, D-Tools, QB Time	
		Rough-in design package	
What are the sequential steps?			
Step Description		Who is Responsible?	
PRIOR TO AUDIT			
In Google Drive, in the client folder, copy all Rough-In documentation to the "2_Post-Drywall Audit" folder.		Project Manager	
Schedule site audit from project PM in QB Time		Project Manager	
On your iPad, in PDF Expert, save that folder for offline use.		Project Manager	
ON-SITE AUDIT			
On the iPad, open PDF Expert and select the Post-Drywall audit folder in the site audits folder.		Project Manager	
Perform Post-drywall site audit (use checklist for items to inspect)		Project Manager	
While auditing, mark up the documentation as you perform the walkthrough (See Note Below)		Project Manager	
- Marked with RED = Missing (Likely covered by Drywall)		Project Manager	
- Marked with ORANGE = Issue		Project Manager	
- Marked with GREEN = All Good		Project Manager	
POST AUDIT			
Update task list (if needed)		Project Manager	
Update RFI list (if needed)		Project Manager	
Update Monday.com status		Project Manager	
What are the outputs [Defined Standards of Completion or Deliverables]			
Site audit has been completed			
Punchlist has been updated (if applicable)			
Monday.com project status has been marked as completed			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Project Manager	Project Manager	Project Status Update	
Project Manager	Project Manager	Request Trim Products	
