Pre-Project Planning and Preparation

72 Hours
- Check calendar
- Familiarize yourself with job location
- Identify customer contact information
- Review estimate and layout

48 Hours
- Confirm location, start date, arrival time.
- Request pets removed and secured
- Confirm products have been delivered
- Request customer to be on the job site at start and completion

First Day
- Greet Customer
- Review Plans
- Initial Walkthrough & Start Notes
- Take Photos

Task Allocation

Assembler
- Inventory and sort packages
- Note damaged or missing items
- Assemble tall cabinets, then wall, then base cabinets
- Measure to confirm square!

Installer
- Check plans & confirm measure
- Hang, level, & shim rail
- Hang cabinets on wall
- Adjust spacing and fit

Teamwork
- Assemble & Install Drawers
- Install Doors
- Any deco trim, fillers
- Sweep, vacuum, dust
- Notify customer of status daily

Project Completion

Last Day - Team
- Personal Walkthrough/Review
- Clean/Vacuum/Dust
- Remove all trash/packaging
- Check all doors/drawers

Last Day - with Customer
- Walkthrough & Checklist
- Demonstrate Hinge/Drawer adjustments
- Answer questions
- Sign off on Completion Report

**Check Calendar
Multiple times daily
(at least AM & PM)
Events or changes may happen
Avoid surprises!**