

Project Startup

Complete the form by checking the appropriate box. Because this checklist is generic, follow standard practice and review it against your project's specific specifications. Blanks at the end of the checklist are for adding items from that review. If the answer to any question is "NO," register an action item for follow-up.

Date:

Reviewer:

Item	Yes	No	N/A	Action Required
Has the Owner/Developer approved a project charter that defines the business need, intended users, project location, scope, success measures, and authority to proceed?	☐	☐	☐	
Has the Owner/Developer confirmed the correct legal entities, property interests, project name, and authorized signatories for all project agreements?	☐	☐	☐	
Has the Owner/Developer appointed a project executive and day-to-day representative with documented decision limits and an escalation route?	☐	☐	☐	
Has the Owner/Developer identified all governing boards, partners, lenders, tenants, operators, and public agencies whose approvals affect the project?	☐	☐	☐	
Has the Owner/Developer established decision deadlines and delegated authority sufficient to avoid delaying design, purchasing, and construction?	☐	☐	☐	
Has the Owner/Developer documented the delivery method and aligned procurement, contracts, insurance, and organization to support it?	☐	☐	☐	
Has the Owner/Developer defined the scope boundaries among base building, tenant work, site work, off-site improvements, process systems, and future phases?	☐	☐	☐	
Has the Owner/Developer identified exclusions, assumptions, allowances, and unresolved scope items with responsible decision-makers and resolution dates?	☐	☐	☐	
Has the Owner/Developer approved a space and functional program covering occupancy, adjacencies, workflows, equipment, storage, and support spaces?	☐	☐	☐	
Has the Owner/Developer established measurable performance requirements for capacity, quality, reliability, environmental conditions, and service life?	☐	☐	☐	
Has the Owner/Developer approved the architectural character, material quality, appearance standards, and process for accepting aesthetic selections and mockups?	☐	☐	☐	
Has the Owner/Developer documented operating hours, staffing, peak demand, seasonal use, and foreseeable changes in use?	☐	☐	☐	
Has the Owner/Developer approved requirements for future expansion, adaptability, spare capacity, and phased development?	☐	☐	☐	
Has the Owner/Developer involved operations, maintenance, security, information technology, accessibility representatives, and end users in requirements development?	☐	☐	☐	
Has the Owner/Developer established the procedure for approving and updating the Owner's Project Requirements as project decisions change?	☐	☐	☐	
Has the Owner/Developer defined essential operations,	☐	☐	☐	

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acceptable outages, recovery objectives, and required continuity during construction?	☐	☐	☐	
Has the Owner/Developer established requirements for inclusive access, user safety, privacy, comfort, and public interaction?	☐	☐	☐	
Has the Owner/Developer approved sustainability, energy, water, carbon, resilience, and certification objectives with measurable acceptance criteria?	☐	☐	☐	
Has the Owner/Developer identified mandatory corporate, tenant, insurer, lender, or franchise standards and resolved conflicts among them?	☐	☐	☐	
Has the Owner/Developer evaluated project alternatives, including renovation, replacement, relocation, leasing, and phased delivery, against the approved objectives?	☐	☐	☐	
Has the Owner/Developer documented feasibility assumptions and sensitivity to uncertain cost, schedule, demand, and operating conditions?	☐	☐	☐	
Has the Owner/Developer secured ownership, lease rights, options, or other site control sufficient for the planned design and construction activities?	☐	☐	☐	
Has the Owner/Developer obtained a title review identifying easements, covenants, encumbrances, access restrictions, and conditions affecting development?	☐	☐	☐	
Has the Owner/Developer reconciled the legal property description with the boundary survey and proposed limits of work?	☐	☐	☐	
Has the Owner/Developer secured rights needed for access, utility connections, drainage, temporary occupation, scaffolding, crane oversail, and work beyond the property?	☐	☐	☐	
Has the Owner/Developer identified encroachments, party-wall obligations, adjoining-property protections, and required neighbor agreements?	☐	☐	☐	
Has the Owner/Developer verified that zoning, permitted use, density, height, setbacks, parking, and subdivision constraints support the proposed program?	☐	☐	☐	
Has the Owner/Developer identified required rezoning, variances, site-plan approvals, public hearings, and appeal periods in the development schedule?	☐	☐	☐	
Has the Owner/Developer confirmed development-agreement obligations, impact fees, off-site improvements, dedications, and security requirements?	☐	☐	☐	
Has the Owner/Developer commissioned appropriate environmental due diligence and assigned responsibility for unresolved contamination or environmental liabilities?	☐	☐	☐	
Has the Owner/Developer authorized surveys for hazardous building materials before renovation, demolition, or intrusive investigation?	☐	☐	☐	
Has the Owner/Developer identified wetlands, waterways, protected habitat, cultural resources, historic restrictions, and other constraints requiring specialist review?	☐	☐	☐	
Has the Owner/Developer evaluated flood, coastal, seismic, wildfire, extreme-weather, and other site hazards when selecting the site and project objectives?	☐	☐	☐	

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Has the Owner/Developer arranged legal access and funding for geotechnical investigations, utility verification, test pits, and destructive investigations?	☐	☐	☐	
Has the Owner/Developer supplied existing drawings, maintenance records, surveys, reports, warranties, and incident history with known limitations disclosed?	☐	☐	☐	
Has the Owner/Developer resolved tenant, resident, business, or equipment relocation requirements before the affected work is released?	☐	☐	☐	
Has the Owner/Developer established a process for documenting existing conditions and addressing third-party damage allegations?	☐	☐	☐	
Has the Owner/Developer confirmed utility providers, service availability, capacity commitments, connection conditions, and utility delivery dates?	☐	☐	☐	
Has the Owner/Developer determined whether utility upgrades or off-site infrastructure require separate funding, land rights, or agreements?	☐	☐	☐	
Has the Owner/Developer approved responsibility for utility applications, deposits, connection charges, meters, accounts, and permanent operating costs?	☐	☐	☐	
Has the Owner/Developer confirmed water rights, discharge rights, process permits, or other operating authorizations essential to the intended use?	☐	☐	☐	
Has the Owner/Developer approved a total project budget including land, investigations, design, permits, construction, equipment, taxes, financing, commissioning, and occupancy costs?	☐	☐	☐	
Has the Owner/Developer established separate design, construction, escalation, and owner reserves with clear authority for their use?	☐	☐	☐	
Has the Owner/Developer secured funding commitments and satisfied financing conditions required before contracts or purchase orders are issued?	☐	☐	☐	
Has the Owner/Developer established a cash-flow plan aligned with deposits, progress payments, retainage, taxes, and owner-furnished purchases?	☐	☐	☐	
Has the Owner/Developer confirmed lender reporting, inspection, drawing approval, and funding lead times within the payment schedule?	☐	☐	☐	
Has the Owner/Developer established cost reporting that tracks the approved budget, commitments, pending changes, forecast final cost, and remaining contingency?	☐	☐	☐	
Has the Owner/Developer approved the process for cost reconciliation and scope adjustment when estimates exceed the available budget?	☐	☐	☐	
Has the Owner/Developer evaluated capital decisions against operating, maintenance, replacement, and disposal costs over the intended service life?	☐	☐	☐	
Has the Owner/Developer identified applicable grants, incentives, tax conditions, or funding restrictions and assigned responsibility for compliance documentation?	☐	☐	☐	
Has the Owner/Developer established independent verification of payee information and payment-change requests before funds are released?	☐	☐	☐	
Has the Owner/Developer approved a master schedule	☐	☐	☐	

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covering investigations, entitlements, design, procurement, construction, utility service, commissioning, and occupancy?				
Has the Owner/Developer identified fixed business dates, lease commitments, seasonal restrictions, and external dependencies with realistic schedule allowances?	☐	☐	☐	
Has the Owner/Developer provided time for owner decisions, design reviews, authority reviews, bid periods, and corrections within the master schedule?	☐	☐	☐	
Has the Owner/Developer defined phase boundaries, partial occupancy needs, and handover dates without assuming unfinished systems can safely support occupancy?	☐	☐	☐	
Has the Owner/Developer authorized early procurement or early work only with defined scope, funding, approvals, cancellation exposure, and interface responsibilities?	☐	☐	☐	
Has the Owner/Developer established schedule contingency and a decision process for recovery measures when key milestones are threatened?	☐	☐	☐	
Has the Owner/Developer selected qualified design consultants with appropriate licenses, relevant experience, availability, and professional coverage?	☐	☐	☐	
Has the Owner/Developer confirmed that consultant scopes include every required discipline, specialist, investigation, and coordination function?	☐	☐	☐	
Has the Owner/Developer appointed the commissioning provider early enough to influence project requirements, design reviews, and procurement documents?	☐	☐	☐	
Has the Owner/Developer arranged independent testing, special inspections, peer review, or owner's inspection services where required by the project?	☐	☐	☐	
Has the Owner/Developer prequalified contractors using relevant capability, safety performance, financial capacity, staffing, and current workload?	☐	☐	☐	
Has the Owner/Developer established applicable bidding, competition, selection, conflict-of-interest, and approval requirements before soliciting work?	☐	☐	☐	
Has the Owner/Developer identified public-funding conditions affecting wages, participation goals, domestic content, reporting, or procurement eligibility?	☐	☐	☐	
Has the Owner/Developer executed design and construction agreements that clearly define scope, compensation, schedule obligations, deliverables, and authorized changes?	☐	☐	☐	
Has the Owner/Developer reconciled the prime contracts, consultant agreements, general conditions, supplementary conditions, and procurement commitments for conflicting obligations?	☐	☐	☐	
Has the Owner/Developer defined contractual responsibility for design adequacy, delegated design, temporary works, construction methods, and site safety?	☐	☐	☐	
Has the Owner/Developer established the procedure for additional services and owner-directed changes before those costs are incurred?	☐	☐	☐	

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Has the Owner/Developer confirmed responsibility for permits, regulatory fees, inspections, required notices, and approval renewals?	☐	☐	☐	
Has the Owner/Developer arranged review of indemnities, liability limitations, consequential losses, dispute provisions, and termination rights by the appropriate advisers?	☐	☐	☐	
Has the Owner/Developer established contractual procedures for differing site conditions, concealed conditions, unforeseen hazardous materials, and emergency work?	☐	☐	☐	
Has the Owner/Developer defined payment application requirements, review periods, retainage, supporting records, and applicable release conditions?	☐	☐	☐	
Has the Owner/Developer arranged review of lien notices, waivers, releases, and payment security requirements for the applicable jurisdiction and contract?	☐	☐	☐	
Has the Owner/Developer established notice addresses, authorized recipients, delivery methods, and time requirements for contractual notices and claims?	☐	☐	☐	
Has the Owner/Developer confirmed required performance bonds, payment bonds, parent guarantees, or other security and verified their effective dates?	☐	☐	☐	
Has the Owner/Developer coordinated property, builder's risk, liability, professional, pollution, and other required coverage to identify gaps and overlaps?	☐	☐	☐	
Has the Owner/Developer confirmed insurance provisions for existing property, off-site materials, transit, testing, occupancy, deductibles, and responsibility for losses?	☐	☐	☐	
Has the Owner/Developer verified required policy endorsements, insured parties, coverage evidence, renewal tracking, and procedures for addressing a lapse in coverage?	☐	☐	☐	
Has the Owner/Developer defined the conditions for suspension, termination, site protection, payment, and restart if the project is interrupted?	☐	☐	☐	
Has the Owner/Developer established rights to use design documents, models, software, licenses, and project records during construction and future operation?	☐	☐	☐	
Has the Owner/Developer defined confidentiality, data ownership, cybersecurity, and record-retention obligations for project participants?	☐	☐	☐	
Has the Owner/Developer established a project risk register with accountable owners, mitigation actions, contingency provisions, and review dates?	☐	☐	☐	
Has the Owner/Developer assigned authority to accept residual risks and defined risks that must be resolved before an affected phase can proceed?	☐	☐	☐	
Has the Owner/Developer established a stakeholder communication plan covering tenants, neighbors, authorities, utilities, emergency responders, and the public?	☐	☐	☐	
Has the Owner/Developer approved a complaints and incident communication process with responsible	☐	☐	☐	

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contacts and response expectations?				
Has the Owner/Developer defined project reporting measures and the evidence needed to distinguish progress from unresolved cost, schedule, and quality exposure?	☐	☐	☐	
Has the Owner/Developer established a decision and change log that records approvals, affected requirements, budget impacts, and schedule impacts?	☐	☐	☐	
Has the Owner/Developer approved the project information platform, access permissions, document naming, revision control, and retention arrangements?	☐	☐	☐	
Has the Owner/Developer established the authorization process for public statements, signage, photography, and release of sensitive project information?	☐	☐	☐	
Has the Owner/Developer identified owner-furnished equipment and materials with complete scope, procurement responsibility, required delivery dates, and installation interfaces?	☐	☐	☐	
Has the Owner/Developer assigned responsibility for receiving, inspecting, storing, insuring, installing, testing, and warranting owner-furnished items?	☐	☐	☐	
Has the Owner/Developer committed to dates for owner selections, tenant criteria, vendor data, and operator decisions needed to complete design and procurement?	☐	☐	☐	
Has the Owner/Developer coordinated separate contractors and direct vendors through defined access, schedule, safety, payment, and interface arrangements?	☐	☐	☐	
Has the Owner/Developer confirmed landlord, tenant, purchaser, or franchise approvals required before design changes or procurement commitments?	☐	☐	☐	
Has the Owner/Developer established operational rules for work in occupied facilities, including access authorization, shutdown approval, security, and occupant notification?	☐	☐	☐	
Has the Owner/Developer approved requirements for temporary relocation, swing space, business continuity, and emergency service during construction?	☐	☐	☐	
Has the Owner/Developer identified sensitive equipment, irreplaceable assets, records, artwork, and operations requiring special protection or relocation?	☐	☐	☐	
Has the Owner/Developer established the operating organization and staffing plan needed to participate in reviews, training, testing, and acceptance?	☐	☐	☐	
Has the Owner/Developer approved asset naming, maintenance-system data, spare parts, and documentation requirements before equipment procurement?	☐	☐	☐	
Has the Owner/Developer defined commissioning scope, performance demonstrations, independent verification, and acceptance authority for the systems to be delivered?	☐	☐	☐	
Has the Owner/Developer established requirements for seasonal testing, deferred testing, post-occupancy support, and correction of unresolved commissioning issues?	☐	☐	☐	
Has the Owner/Developer defined substantial	☐	☐	☐	

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completion, partial turnover, completion, and beneficial use consistently with the contracts and operating needs?				
Has the Owner/Developer identified occupancy approvals, operating licenses, insurer approvals, and utility releases needed before the facility can be used?	☐	☐	☐	
Has the Owner/Developer established when custody, utility costs, insurance responsibilities, maintenance obligations, and warranty periods transfer for each phase?	☐	☐	☐	
Has the Owner/Developer budgeted and scheduled operator training, move-in, furnishing, stocking, technology activation, and business startup?	☐	☐	☐	
Has the Owner/Developer assigned responsibility for warranty administration, latent-defect reporting, service contracts, and post-occupancy performance review?	☐	☐	☐	
Has the Owner/Developer confirmed that unresolved project startup items have documented dispositions before issuing the applicable notice to proceed?	☐	☐	☐	
Has the Engineer/Architect confirmed the design scope, project program, delivery method, available budget, schedule, and required level of development for each phase?	☐	☐	☐	
Has the Engineer/Architect documented discrepancies or missing information in the Owner's Project Requirements and obtained decisions before relying on them?	☐	☐	☐	
Has the Engineer/Architect established a written basis of design linking proposed systems, design criteria, and major assumptions to the approved project requirements?	☐	☐	☐	
Has the Engineer/Architect identified performance requirements that are incompatible, unachievable, or insufficiently defined and obtained resolution?	☐	☐	☐	
Has the Engineer/Architect established the design organization, discipline leads, coordination authority, and responsible professionals for each deliverable?	☐	☐	☐	
Has the Engineer/Architect confirmed professional licensing, firm registration, sealing requirements, and responsibility for work in each applicable jurisdiction?	☐	☐	☐	
Has the Engineer/Architect identified specialty consultants needed for enclosure, acoustics, vibration, fire protection, vertical transportation, accessibility, security, technology, or process design?	☐	☐	☐	
Has the Engineer/Architect defined interfaces among design consultants, design-build suppliers, owner vendors, and separately contracted designers?	☐	☐	☐	
Has the Engineer/Architect established a responsibility matrix for permanent design, delegated design, temporary works criteria, and construction-stage design support?	☐	☐	☐	
Has the Engineer/Architect planned staffing and independent checking resources to meet design and construction-support commitments?	☐	☐	☐	
Has the Engineer/Architect established design milestones, package contents, interdisciplinary reviews, and approval dates aligned with procurement and	☐	☐	☐	

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construction?				
Has the Engineer/Architect established how early-release packages will remain consistent with later design development and changes?	☐	☐	☐	
Has the Engineer/Architect documented dependencies on owner decisions, vendor information, utility data, investigations, and authority interpretations?	☐	☐	☐	
Has the Engineer/Architect established the criteria for accepting, qualifying, or rejecting owner-provided surveys, records, and third-party design information?	☐	☐	☐	
Has the Engineer/Architect verified that the boundary and topographic survey covers the full work area, off-site interfaces, easements, and relevant adjoining features?	☐	☐	☐	
Has the Engineer/Architect reconciled survey datums, coordinate systems, benchmarks, units, and drawing origins across all disciplines?	☐	☐	☐	
Has the Engineer/Architect defined the required accuracy and verification methods for existing utility locations, depths, sizes, materials, and service status?	☐	☐	☐	
Has the Engineer/Architect specified investigation of concealed conditions where unverified assumptions could affect safety, feasibility, cost, or system performance?	☐	☐	☐	
Has the Engineer/Architect evaluated existing structures for the proposed loads, alterations, openings, connections, and changes in use?	☐	☐	☐	
Has the Engineer/Architect assessed existing building systems for capacity, condition, compatibility, remaining service life, and continuity during the work?	☐	☐	☐	
Has the Engineer/Architect identified hazardous-material survey gaps and incorporated specialist findings into demolition, renovation, and interface requirements?	☐	☐	☐	
Has the Engineer/Architect confirmed that the geotechnical investigation addresses proposed foundations, earthwork, pavements, excavations, groundwater, and adjacent structures?	☐	☐	☐	
Has the Engineer/Architect identified geotechnical uncertainty requiring additional exploration, construction observation, testing, or design contingencies?	☐	☐	☐	
Has the Engineer/Architect evaluated settlement, expansive or collapsible soils, liquefaction, karst, slope instability, and other relevant ground hazards?	☐	☐	☐	
Has the Engineer/Architect established groundwater design conditions and the effects of dewatering, uplift, seepage, and groundwater changes on the project and neighbors?	☐	☐	☐	
Has the Engineer/Architect assessed whether contamination, corrosive soils, soil gas, or unsuitable fill require specialized design measures?	☐	☐	☐	
Has the Engineer/Architect documented investigation limitations and required field verification without presenting uncertain existing information as confirmed?	☐	☐	☐	
Has the Engineer/Architect established a code and standards matrix identifying applicable editions, local	☐	☐	☐	

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amendments, agency requirements, and controlling authorities?				
Has the Engineer/Architect confirmed occupancy classifications, construction types, allowable area and height, mixed-use conditions, and required separations?	☐	☐	☐	
Has the Engineer/Architect identified how existing-building provisions, change of occupancy, additions, and phased renovations affect the compliance strategy?	☐	☐	☐	
Has the Engineer/Architect established the fire and life-safety strategy for occupant loads, exit capacity, travel paths, compartmentation, and emergency access?	☐	☐	☐	
Has the Engineer/Architect established accessibility requirements for site arrival, entrances, circulation, facilities, equipment, and altered areas?	☐	☐	☐	
Has the Engineer/Architect reconciled zoning and site-development approvals with building, fire, utility, environmental, and operating requirements?	☐	☐	☐	
Has the Engineer/Architect identified special regulatory requirements associated with the facility's healthcare, educational, industrial, laboratory, residential, or other intended use?	☐	☐	☐	
Has the Engineer/Architect identified required design submissions, permit packages, review sequences, and dependencies among authorities?	☐	☐	☐	
Has the Engineer/Architect confirmed the process for authority interpretations, alternative methods, variances, and approved equivalencies before the design relies on them?	☐	☐	☐	
Has the Engineer/Architect identified deferred submissions and delegated designs with criteria, review responsibilities, and permit-approval deadlines?	☐	☐	☐	
Has the Engineer/Architect incorporated permit conditions and approval commitments into the design documents and tracking process?	☐	☐	☐	
Has the Engineer/Architect defined temporary life-safety and accessibility requirements for occupied areas during each construction phase?	☐	☐	☐	
Has the Engineer/Architect established a coordinated site layout addressing property limits, building placement, circulation, servicing, emergency access, and future work?	☐	☐	☐	
Has the Engineer/Architect confirmed design vehicle dimensions, turning paths, pavement loads, delivery access, and loading-space requirements?	☐	☐	☐	
Has the Engineer/Architect coordinated finished grades, entrances, accessible routes, retaining structures, landscape zones, and drainage paths?	☐	☐	☐	
Has the Engineer/Architect established stormwater quantity, quality, detention, infiltration, and discharge criteria with receiving-system constraints?	☐	☐	☐	
Has the Engineer/Architect evaluated major-storm overflow routes and flood elevations to prevent water from being directed into buildings or onto vulnerable adjoining property?	☐	☐	☐	
Has the Engineer/Architect coordinated erosion, sediment, stabilization, and temporary drainage design	☐	☐	☐	

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requirements with the construction phases?				
Has the Engineer/Architect established water, fire-flow, sanitary, storm, power, fuel, and communications service demands and verified available utility conditions?	☐	☐	☐	
Has the Engineer/Architect coordinated utility routes, crossings, separations, easements, access structures, and maintenance clearances?	☐	☐	☐	
Has the Engineer/Architect established tie-in points, invert elevations, backflow protection, metering, isolation, and utility ownership limits?	☐	☐	☐	
Has the Engineer/Architect assessed whether existing downstream drainage, sewer, or utility systems can accept the proposed demands?	☐	☐	☐	
Has the Engineer/Architect defined utility relocation, abandonment, protection, and temporary service requirements for each phase?	☐	☐	☐	
Has the Engineer/Architect coordinated landscape establishment, irrigation, root zones, utility access, lighting, and long-term maintenance needs?	☐	☐	☐	
Has the Engineer/Architect established structural design loads, load combinations, risk categories, importance factors, and applicable wind, seismic, snow, rain, and flood criteria?	☐	☐	☐	
Has the Engineer/Architect coordinated equipment loads, storage loads, vehicle loads, suspended systems, and future loads with the structural design criteria?	☐	☐	☐	
Has the Engineer/Architect defined the gravity and lateral load paths, foundation concept, diaphragms, collectors, connections, and movement requirements?	☐	☐	☐	
Has the Engineer/Architect established structural serviceability criteria for deflection, drift, vibration, cracking, and compatibility with sensitive systems?	☐	☐	☐	
Has the Engineer/Architect identified structural elements requiring fatigue, impact, thermal, fire-resistance, corrosion, or other special design considerations?	☐	☐	☐	
Has the Engineer/Architect defined foundation interfaces with waterproofing, drainage, buried utilities, adjacent foundations, and construction tolerances?	☐	☐	☐	
Has the Engineer/Architect identified permanent design assumptions that depend on erection sequence, temporary restraint, shoring, reshoring, or construction loading?	☐	☐	☐	
Has the Engineer/Architect established criteria and information needed by designers of excavation support, underpinning, formwork, or other temporary works?	☐	☐	☐	
Has the Engineer/Architect identified requirements for movement monitoring and protection of nearby structures, utilities, and infrastructure?	☐	☐	☐	
Has the Engineer/Architect coordinated penetrations, embeds, anchors, sleeves, equipment supports, and connection zones before structural work is released?	☐	☐	☐	
Has the Engineer/Architect established acceptance criteria and review requirements for structural delegated design and proprietary systems?	☐	☐	☐	
Has the Engineer/Architect established an enclosure strategy for water shedding, drainage, air leakage,	☐	☐	☐	

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vapor control, thermal performance, and drying?				
Has the Engineer/Architect evaluated enclosure performance for the project's climate, interior humidity, pressure relationships, exposures, and service life?	☐	☐	☐	
Has the Engineer/Architect coordinated continuity of enclosure control layers at roofs, walls, openings, foundations, joints, and penetrations?	☐	☐	☐	
Has the Engineer/Architect established waterproofing and drainage requirements for below-grade spaces, plazas, occupied roofs, and other water-sensitive assemblies?	☐	☐	☐	
Has the Engineer/Architect coordinated roof slopes, primary drainage, overflow drainage, equipment curbs, access, and maintenance provisions?	☐	☐	☐	
Has the Engineer/Architect established requirements for glazing safety, wind resistance, thermal movement, shading, daylight, and condensation control?	☐	☐	☐	
Has the Engineer/Architect defined exterior material compatibility, corrosion protection, joint movement, sealant selection, and exposure-related durability criteria?	☐	☐	☐	
Has the Engineer/Architect established enclosure mockups, compatibility testing, performance testing, and acceptance criteria appropriate to the selected assemblies?	☐	☐	☐	
Has the Engineer/Architect coordinated building geometry, dimensions, tolerances, finish transitions, and prefabricated component interfaces?	☐	☐	☐	
Has the Engineer/Architect coordinated fire-rated and smoke-resistant assemblies with doors, glazing, penetrations, joints, dampers, and access panels?	☐	☐	☐	
Has the Engineer/Architect established room data and finish performance criteria for moisture, cleaning, abrasion, hygiene, chemical exposure, and expected use?	☐	☐	☐	
Has the Engineer/Architect coordinated door hardware, access control, automatic operators, egress, accessibility, and emergency release functions?	☐	☐	☐	
Has the Engineer/Architect established acoustic and vibration criteria for occupancies, partitions, equipment, and adjoining noise-sensitive uses?	☐	☐	☐	
Has the Engineer/Architect coordinated vertical transportation capacity, travel, pits, overheads, structural support, power, ventilation, and emergency operation?	☐	☐	☐	
Has the Engineer/Architect identified safe inspection, maintenance, replacement, and fall-protection access needed for roofs, façades, and elevated equipment?	☐	☐	☐	
Has the Engineer/Architect established heating and cooling design conditions, load calculations, diversity, ventilation rates, and indoor environmental criteria?	☐	☐	☐	
Has the Engineer/Architect defined HVAC zoning, operating modes, pressure relationships, filtration, humidity control, and critical-space requirements?	☐	☐	☐	
Has the Engineer/Architect established mechanical system capacity, redundancy, turndown, energy performance, and recovery requirements consistent	☐	☐	☐	

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with owner priorities?				
Has the Engineer/Architect coordinated plant and equipment spaces for installation, maintenance clearances, tube or coil removal, and eventual replacement?	☐	☐	☐	
Has the Engineer/Architect coordinated ductwork and piping routes with structure, ceilings, lighting, electrical systems, access, and fire separations?	☐	☐	☐	
Has the Engineer/Architect defined mechanical system materials, corrosion protection, insulation, drainage, venting, water treatment, and freeze protection for actual service conditions?	☐	☐	☐	
Has the Engineer/Architect established plumbing design demands, pressure zones, hot-water temperatures, recirculation, backflow prevention, and drainage performance criteria?	☐	☐	☐	
Has the Engineer/Architect identified potable-water hygiene, stagnation control, flushing, disinfection, and water-management requirements relevant to the intended occupancy?	☐	☐	☐	
Has the Engineer/Architect coordinated sanitary, storm, condensate, sump, and specialty waste systems with discharge restrictions and available elevations?	☐	☐	☐	
Has the Engineer/Architect established fire-suppression design criteria, water-supply reliability, hazard classifications, fire-pump needs, and interfaces with the fire authority?	☐	☐	☐	
Has the Engineer/Architect identified requirements for smoke control, stair pressurization, hazardous exhaust, combustion air, and other special ventilation systems?	☐	☐	☐	
Has the Engineer/Architect coordinated fuel storage, fuel-gas systems, refrigerant safety, chemical storage, and hazardous-area requirements where applicable?	☐	☐	☐	
Has the Engineer/Architect established electrical demand, load diversity, service size, distribution voltage, spare capacity, and utility service characteristics?	☐	☐	☐	
Has the Engineer/Architect defined normal, emergency, legally required, standby, and uninterruptible power functions appropriate to the facility?	☐	☐	☐	
Has the Engineer/Architect identified required short-circuit, protective-device coordination, arc-flash, voltage-drop, harmonic, and grounding studies with input-data deadlines?	☐	☐	☐	
Has the Engineer/Architect coordinated electrical equipment ratings, available fault current, environmental exposure, working clearances, and replacement access?	☐	☐	☐	
Has the Engineer/Architect established grounding, bonding, surge protection, and lightning-protection requirements with interfaces across disciplines?	☐	☐	☐	
Has the Engineer/Architect coordinated electrical raceways, cable routes, fire-rated pathways, equipment connections, and space for future circuits?	☐	☐	☐	
Has the Engineer/Architect established interior and exterior lighting criteria, controls, emergency lighting, visual comfort, and energy requirements?	☐	☐	☐	
Has the Engineer/Architect established fire alarm and	☐	☐	☐	

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emergency communication requirements, system interfaces, cause-and-effect logic, and monitoring connections?				
Has the Engineer/Architect coordinated communications rooms, network pathways, wireless coverage, carrier entries, cooling, power, and grounding with the Owner's IT team?	☐	☐	☐	
Has the Engineer/Architect defined security, access control, surveillance, intrusion, and emergency communication requirements without creating conflicts with egress or privacy requirements?	☐	☐	☐	
Has the Engineer/Architect established building controls architecture, sequences, points list, network interfaces, trend requirements, and operator access?	☐	☐	☐	
Has the Engineer/Architect defined cybersecurity requirements for connected building and process systems, including remote access, credentials, segmentation, and vendor support?	☐	☐	☐	
Has the Engineer/Architect established process design criteria, material balances, capacities, turndown, utility demands, and operating modes where process systems are included?	☐	☐	☐	
Has the Engineer/Architect defined process hazards, interlocks, isolation, pressure relief, emergency shutdown, and specialist hazard-review requirements where applicable?	☐	☐	☐	
Has the Engineer/Architect coordinated process equipment foundations, vibration, maintenance lifting, drainage, containment, ventilation, and utility interfaces?	☐	☐	☐	
Has the Engineer/Architect evaluated renewable energy, energy storage, electric-vehicle charging, or other special systems for utility, structural, fire-safety, and operating interfaces where included?	☐	☐	☐	
Has the Engineer/Architect assigned measurable energy, water, carbon, and resilience targets to design calculations, models, specifications, and acceptance activities?	☐	☐	☐	
Has the Engineer/Architect established material performance and environmental documentation requirements needed to meet the project's certification or procurement commitments?	☐	☐	☐	
Has the Engineer/Architect planned material and equipment selections around actual availability, lead times, support capability, and required service life?	☐	☐	☐	
Has the Engineer/Architect identified sole-source products, compatibility constraints, proprietary controls, and acceptable equivalent-selection criteria?	☐	☐	☐	
Has the Engineer/Architect established a constructability review addressing access, sequencing, tolerances, congestion, temporary conditions, and installation feasibility?	☐	☐	☐	
Has the Engineer/Architect evaluated opportunities to reduce construction, operation, and maintenance hazards through permanent design choices?	☐	☐	☐	
Has the Engineer/Architect coordinated prefabrication and modularization requirements with transport limits, lifting, dimensional control, connections, and site	☐	☐	☐	

Project Startup

access?				
Has the Engineer/Architect defined demolition and selective-removal limits, retained work, salvage, temporary support criteria, and restoration interfaces?	☐	☐	☐	
Has the Engineer/Architect established design requirements for phased work, temporary systems, bypasses, shutdowns, cutovers, and restoration of service?	☐	☐	☐	
Has the Engineer/Architect defined project-specific construction restrictions needed to protect occupants, sensitive operations, existing systems, and neighboring property?	☐	☐	☐	
Has the Engineer/Architect confirmed that proposed inspection and testing activities can be performed with the available access, isolation, drains, vents, and test connections?	☐	☐	☐	
Has the Engineer/Architect identified mockups, prototypes, first installations, and hold points requiring review before repetitive or concealed work proceeds?	☐	☐	☐	
Has the Engineer/Architect established inspection and test requirements with methods, frequency, qualifications, acceptance criteria, reporting, and retesting provisions?	☐	☐	☐	
Has the Engineer/Architect prepared or coordinated required statements of special inspections and identified responsible agencies and reporting routes?	☐	☐	☐	
Has the Engineer/Architect incorporated commissioning responsibilities, prerequisites, functional tests, performance criteria, and issue-resolution requirements into procurement documents?	☐	☐	☐	
Has the Engineer/Architect coordinated integrated system testing for fire/life safety, emergency power, controls, and process interfaces where required?	☐	☐	☐	
Has the Engineer/Architect defined balancing, calibration, flushing, cleaning, disinfection, pressure testing, and startup requirements appropriate to each system?	☐	☐	☐	
Has the Engineer/Architect defined training, operating manuals, asset data, record documents, spare parts, and special tools needed to operate and maintain the selected systems?	☐	☐	☐	
Has the Engineer/Architect established a process for evaluating substitutions against design intent, interfaces, testing, warranties, and life-cycle performance?	☐	☐	☐	
Has the Engineer/Architect coordinated drawings, specifications, schedules, details, calculations, and referenced reports for consistent scope and technical requirements?	☐	☐	☐	
Has the Engineer/Architect reconciled room numbers, equipment tags, system names, drawing references, and schedules across disciplines?	☐	☐	☐	
Has the Engineer/Architect identified design assumptions, incomplete details, and unresolved interfaces in each release rather than implying that an incomplete package is final?	☐	☐	☐	
Has the Engineer/Architect performed independent technical reviews and documented closure of significant	☐	☐	☐	

Project Startup

review comments before the affected package is released?				
Has the Engineer/Architect reconciled design development and quantity assumptions with the cost estimate and approved budget at each required milestone?	☐	☐	☐	
Has the Engineer/Architect evaluated proposed value changes for performance, code compliance, durability, operations, and effects on related systems before acceptance?	☐	☐	☐	
Has the Engineer/Architect established model uses, level of information, coordinates, exchange formats, and reliance limitations for digital design deliverables?	☐	☐	☐	
Has the Engineer/Architect defined clash-review responsibilities, clearance checks, and resolution tracking without treating a clash-free model as proof of design completeness?	☐	☐	☐	
Has the Engineer/Architect established drawing and model issuance controls that identify authorization status, revision, distribution, and superseded information?	☐	☐	☐	
Has the Engineer/Architect established design change procedures that update every affected discipline, calculation, specification, approval, and issued package?	☐	☐	☐	
Has the Engineer/Architect defined submittal and RFI review responsibilities, required submission quality, turnaround assumptions, and escalation procedures?	☐	☐	☐	
Has the Engineer/Architect established construction observation scope, reporting, defect notification, and limits of authority consistent with the professional services agreement?	☐	☐	☐	
Has the Engineer/Architect scheduled required preinstallation meetings, manufacturer involvement, and specialist reviews before critical work begins?	☐	☐	☐	
Has the Engineer/Architect established how field changes and concealed conditions will be evaluated, documented, approved, and incorporated into record information?	☐	☐	☐	
Has the Engineer/Architect identified design information and approvals still required before fabrication, excavation, structural work, enclosure work, or system installation may proceed?	☐	☐	☐	
Has the Contractor completed a documented handoff from estimating and business development to the project management and field teams?	☐	☐	☐	
Has the Contractor reviewed the executed agreement, current drawings, specifications, addenda, accepted clarifications, and other controlling contract documents?	☐	☐	☐	
Has the Contractor reconciled the bid scope with the executed scope and identified exclusions, qualifications, allowances, and commitments requiring resolution?	☐	☐	☐	
Has the Contractor confirmed the applicable notice to proceed, authorized work limits, commencement date, and conditions that must be met before mobilization?	☐	☐	☐	
Has the Contractor verified required licenses, registrations, bonding, insurance, and contractual	☐	☐	☐	

Project Startup

security before undertaking the work?				
Has the Contractor established a register of building, trade, demolition, excavation, road-use, lifting, and other permits, including validity dates and conditions, for the planned work?	☐	☐	☐	
Has the Contractor established its project organization with a project manager, superintendent, safety lead, quality lead, scheduler, and document-control responsibility?	☐	☐	☐	
Has the Contractor confirmed authority limits for purchasing, field direction, subcontract changes, time-and-material work, and emergency commitments?	☐	☐	☐	
Has the Contractor established escalation arrangements and backup personnel for critical decisions, site emergencies, and absences?	☐	☐	☐	
Has the Contractor reviewed contractual notice requirements and assigned responsibility for timely notices, supporting records, and claim preservation?	☐	☐	☐	
Has the Contractor established project cost codes, commitments, forecasts, and reporting consistent with the contract scope and schedule of values?	☐	☐	☐	
Has the Contractor prepared a balanced schedule of values and agreed the evidence needed for progress payments and stored materials?	☐	☐	☐	
Has the Contractor established cashflow and working-capital arrangements for mobilization, deposits, payroll, subcontractors, and payment timing?	☐	☐	☐	
Has the Contractor established change pricing, quotation review, authorization, and tracking procedures before changed work is undertaken?	☐	☐	☐	
Has the Contractor established daily reporting requirements for labor, equipment, quantities, delays, weather, visitors, deliveries, and significant events?	☐	☐	☐	
Has the Contractor established payroll, labor classification, certified reporting, participation reporting, and domestic-content tracking where the contract requires them?	☐	☐	☐	
Has the Contractor established required subcontractor payment, lien-notice, release, and closeout documentation procedures for the applicable jurisdiction?	☐	☐	☐	
Has the Contractor identified subcontract packages and purchase orders covering the complete scope without gaps or unintended overlaps?	☐	☐	☐	
Has the Contractor checked interfaces among trades for supports, openings, sleeves, embeds, firestopping, patching, controls, testing, and final connections?	☐	☐	☐	
Has the Contractor evaluated subcontractor and supplier qualifications, capacity, safety performance, financial reliability, and relevant experience?	☐	☐	☐	
Has the Contractor executed required subcontracts and purchase orders with consistent scope, schedule, quality, safety, insurance, and change requirements?	☐	☐	☐	
Has the Contractor identified lower-tier subcontracting restrictions and established approval and flow-down procedures?	☐	☐	☐	
Has the Contractor established a staffing and labor plan that addresses workforce availability, skills, supervision,	☐	☐	☐	

Project Startup

shifts, and planned productivity?				
Has the Contractor confirmed labor agreements, site rules, working-hour restrictions, and labor-relations obligations affecting execution?	☐	☐	☐	
Has the Contractor identified critical suppliers, fabrication locations, import dependencies, and supply-chain risks requiring contingency plans?	☐	☐	☐	
Has the Contractor created a procurement register linking each critical item to design release, submittal, approval, fabrication, delivery, and installation dates?	☐	☐	☐	
Has the Contractor validated actual lead times and manufacturing capacity for long-lead equipment and materials with the proposed suppliers?	☐	☐	☐	
Has the Contractor identified purchases requiring deposits, financial security, early release, or cancellation provisions and obtained the required authorization?	☐	☐	☐	
Has the Contractor established material tracking from approved product through purchase, fabrication, shipment, receipt, and installation location?	☐	☐	☐	
Has the Contractor planned for manufacturer inspection, factory testing, witness points, and release documentation before shipment where required?	☐	☐	☐	
Has the Contractor established procedures for proposing substitutions and obtaining approval before purchasing or installing changed products?	☐	☐	☐	
Has the Contractor defined delivery access, off-loading responsibility, handling limits, storage conditions, security, and protection for major equipment and materials?	☐	☐	☐	
Has the Contractor assigned responsibility for owner-furnished items and verified the required delivery information, interfaces, warranties, and startup support?	☐	☐	☐	
Has the Contractor identified items requiring preservation, rotation, charging, humidity control, or other maintenance during storage?	☐	☐	☐	
Has the Contractor planned inspection and quarantine of damaged, incorrect, counterfeit, expired, or undocumented materials before use?	☐	☐	☐	
Has the Contractor prepared a logic-linked baseline schedule covering mobilization, permits, submittals, procurement, construction, testing, commissioning, and turnover?	☐	☐	☐	
Has the Contractor checked schedule logic, durations, calendars, critical paths, float assumptions, and resource demands for credibility?	☐	☐	☐	
Has the Contractor incorporated owner decisions, designer reviews, utility work, authority inspections, and separate-contractor activities into the schedule?	☐	☐	☐	
Has the Contractor incorporated weather exposure, seasonal work, curing, drying, stabilization, and restricted work periods into activity durations and sequences?	☐	☐	☐	
Has the Contractor defined schedule updates, progress measurement, look-ahead planning, and recovery-plan triggers?	☐	☐	☐	
Has the Contractor established a constraint log	☐	☐	☐	

Project Startup

assigning unresolved access, design, approval, labor, material, and predecessor issues to responsible parties?				
Has the Contractor planned work-package releases, so crews receive approved information, materials, access, predecessor completion, and inspection arrangements before starting?	☐	☐	☐	
Has the Contractor coordinated phased completion and occupancy with permanent utilities, life-safety systems, commissioning, separation, and safe access requirements?	☐	☐	☐	
Has the Contractor arranged coordination among subcontractors, suppliers, utility providers, owner vendors, and separate contractors for shared work areas?	☐	☐	☐	
Has the Contractor defined how schedule effects of changes, late information, disruptions, and differing conditions will be recorded and evaluated?	☐	☐	☐	
Has the Contractor established a project document register showing the current approved revision and authorized use of each drawing, specification, model, and instruction?	☐	☐	☐	
Has the Contractor provided reliable field access to current documents and a process for removing or clearly superseding obsolete information?	☐	☐	☐	
Has the Contractor prepared a submittal register identifying required product data, shop drawings, samples, calculations, certifications, and review dates?	☐	☐	☐	
Has the Contractor established internal submittal checks for completeness, dimensions, field conditions, coordination, deviations, and contract compliance before submission?	☐	☐	☐	
Has the Contractor identified delegated design submissions requiring qualified professionals, calculations, seals, coordination, and authority review?	☐	☐	☐	
Has the Contractor established an RFI process that clearly states the conflict, required response date, affected work, and proposed resolution where appropriate?	☐	☐	☐	
Has the Contractor distinguished design clarification from authorization of a cost or time change in its project communication procedures?	☐	☐	☐	
Has the Contractor established how oral directions, emergency instructions, meeting decisions, and field sketches will receive required written confirmation?	☐	☐	☐	
Has the Contractor defined model coordination, fabrication-model checks, clearance reviews, and responsibility for discrepancies between models and contract documents?	☐	☐	☐	
Has the Contractor established ongoing record-drawing and concealed-work documentation procedures before installations become inaccessible?	☐	☐	☐	
Has the Contractor established secure project access, backups, permissions, and transfer arrangements for digital records and sensitive information?	☐	☐	☐	
Has the Contractor verified site possession, access rights, work limits, exclusion areas, and available working hours before mobilizing?	☐	☐	☐	
Has the Contractor completed a preconstruction site	☐	☐	☐	

Project Startup

review and recorded visible conditions of neighboring property, roads, utilities, and retained facilities?				
Has the Contractor reconciled survey control and layout information with the design datum, property limits, and available benchmarks?	☐	☐	☐	
Has the Contractor established layout verification, benchmark protection, independent checks, and correction procedures for critical dimensions and elevations?	☐	☐	☐	
Has the Contractor obtained required utility-location notices and planned verification of public and private services before excavation or penetration?	☐	☐	☐	
Has the Contractor established procedures for locating, exposing, supporting, protecting, and reporting unexpected utilities without relying solely on record drawings?	☐	☐	☐	
Has the Contractor identified investigation or survey discrepancies that must be resolved before excavation, demolition, or fabrication proceeds?	☐	☐	☐	
Has the Contractor prepared a site logistics plan showing access, haul routes, parking, laydown, storage, cranes, hoists, temporary facilities, and emergency routes?	☐	☐	☐	
Has the Contractor coordinated traffic control, pedestrian protection, accessible public routes, delivery booking, and road-occupancy permits?	☐	☐	☐	
Has the Contractor verified ground bearing capacity, slopes, underground hazards, and access geometry for cranes, lifts, delivery vehicles, and heavy equipment?	☐	☐	☐	
Has the Contractor planned temporary fencing, gates, lighting, signage, visitor control, and site security for each phase?	☐	☐	☐	
Has the Contractor arranged temporary power, grounding protection, lighting, water, sanitation, communications, heating, and ventilation suitable for planned activities?	☐	☐	☐	
Has the Contractor assigned responsibility for installing, inspecting, maintaining, paying for, and removing temporary utilities and facilities?	☐	☐	☐	
Has the Contractor planned temporary drainage, erosion controls, access stabilization, wheel cleaning, and protection against site flooding before disturbance?	☐	☐	☐	
Has the Contractor confirmed required stormwater permits, pollution-prevention plans, operator responsibilities, inspections, and records before regulated disturbance begins?	☐	☐	☐	
Has the Contractor planned handling, treatment, testing, and authorized discharge or disposal of excavation water and other construction wastewater?	☐	☐	☐	
Has the Contractor established controls for dust, noise, vibration, odors, light spill, and other impacts on occupants and neighbors?	☐	☐	☐	
Has the Contractor established requirements for waste segregation, salvage, recycling, hazardous-waste handling, and disposal documentation?	☐	☐	☐	
Has the Contractor planned fuel and chemical storage, secondary containment, spill response, and reporting	☐	☐	☐	

Project Startup

arrangements for site operations?				
Has the Contractor established procedures for unexpected contamination, hazardous materials, archaeological finds, or protected resources encountered during work?	☐	☐	☐	
Has the Contractor planned protection of retained trees, habitat, landscape features, drainage assets, and other restricted environmental areas?	☐	☐	☐	
Has the Contractor prepared a project-specific safety plan addressing the actual work, site hazards, applicable requirements, and subcontractor interfaces?	☐	☐	☐	
Has the Contractor assigned competent and qualified persons for activities that require specific safety oversight, inspection, or engineered planning?	☐	☐	☐	
Has the Contractor established site orientation, task training, worker communication, and procedures that accommodate the workforce's languages and literacy needs?	☐	☐	☐	
Has the Contractor established job-hazard analysis and pretask planning before crews undertake new or changed activities?	☐	☐	☐	
Has the Contractor established worker stop-work authority, hazard reporting, corrective-action tracking, and protection against retaliation for reporting hazards?	☐	☐	☐	
Has the Contractor coordinated safety responsibilities and hazard information among employers sharing the site?	☐	☐	☐	
Has the Contractor established an emergency response plan covering medical events, fire, severe weather, evacuation, rescue, utility strikes, and spill incidents?	☐	☐	☐	
Has the Contractor verified emergency access, site addressing, communications, muster locations, first aid, and responder coordination?	☐	☐	☐	
Has the Contractor established incident reporting, investigation, required notification, and preservation of relevant evidence?	☐	☐	☐	
Has the Contractor scheduled routine safety inspections and defined responsibility for correcting hazards and verifying that corrective actions are effective?	☐	☐	☐	
Has the Contractor planned fall prevention and protection, including safe access, anchorage, inspection, and rescue for exposed work?	☐	☐	☐	
Has the Contractor planned excavation protective systems, access, water control, spoil placement, inspections, and protection of adjacent facilities?	☐	☐	☐	
Has the Contractor planned confined-space identification, entry controls, atmospheric assessment, ventilation, attendants, and rescue where applicable?	☐	☐	☐	
Has the Contractor planned electrical isolation, lockout/tagout, temporary electrical protection, and authorization for energization or justified energized work?	☐	☐	☐	
Has the Contractor coordinated protection from overhead power lines, including equipment clearances, utility involvement, isolation, and controlled work zones where needed?	☐	☐	☐	
Has the Contractor planned crane and hoisting	☐	☐	☐	

Project Startup

operations, including equipment capacity, setup, rigging, exclusion zones, communication, and critical-lift reviews?				
Has the Contractor planned scaffold, ladder, and aerial-lift selection, erection, access, inspection, and use for the actual work conditions?	☐	☐	☐	
Has the Contractor planned demolition sequencing, structural stability, utility isolation, debris handling, and exclusion zones before removal work starts?	☐	☐	☐	
Has the Contractor established hot-work authorization, fire prevention, fire watch, combustible control, and protection of active fire systems?	☐	☐	☐	
Has the Contractor established exposure-control plans for silica, asbestos, lead, fumes, chemicals, noise, and other identified occupational hazards?	☐	☐	☐	
Has the Contractor established hazard communication, safety-data access, protective-equipment selection, and required respiratory protection and fit-testing arrangements?	☐	☐	☐	
Has the Contractor established equipment guarding, inspection, operator qualification, maintenance, and safe material-handling arrangements?	☐	☐	☐	
Has the Contractor planned controls for heat, cold, lightning, high winds, fatigue, and other environmental or work-pattern hazards?	☐	☐	☐	
Has the Contractor established controls for stored energy, pressure testing, line breaking, steam, compressed gases, and hazardous system contents?	☐	☐	☐	
Has the Contractor planned protection of the public and occupants from falling objects, open excavations, construction traffic, and unauthorized access?	☐	☐	☐	
Has the Contractor identified simultaneous operations that require separation, permits, coordinated sequencing, or a single controlling authority?	☐	☐	☐	
Has the Contractor identified temporary works requiring engineering and appointed qualified designers, checkers, and field coordinators?	☐	☐	☐	
Has the Contractor established temporary-works design inputs for actual loads, ground conditions, geometry, sequencing, weather, and interfaces with permanent work?	☐	☐	☐	
Has the Contractor established review, installation verification, inspection, alteration control, and release procedures for temporary works?	☐	☐	☐	
Has the Contractor coordinated shoring, reshoring, bracing, excavation support, and underpinning with permanent-work assumptions and adjacent-property constraints?	☐	☐	☐	
Has the Contractor established construction loading limits and controls for stockpiles, equipment, cranes, formwork, and incomplete structures?	☐	☐	☐	
Has the Contractor planned monitoring with baseline readings, trigger limits, notification routes, and response actions for movement-sensitive work?	☐	☐	☐	
Has the Contractor confirmed that temporary supports and protections will remain until documented release criteria are satisfied?	☐	☐	☐	
Has the Contractor prepared a project quality plan	☐	☐	☐	

Project Startup

identifying responsibilities, inspection stages, records, acceptance criteria, and corrective-action processes?				
Has the Contractor prepared inspection and test plans for critical work with witness points, hold points, notice periods, and release authority?	☐	☐	☐	
Has the Contractor coordinated independent laboratories, special inspectors, testing agencies, and authority inspections with the work sequence?	☐	☐	☐	
Has the Contractor established qualification requirements for welders, installers, testing personnel, applicators, and other specialist workers?	☐	☐	☐	
Has the Contractor established calibration and control of surveying, testing, measuring, and monitoring equipment?	☐	☐	☐	
Has the Contractor planned required preinstallation conferences, mockups, sample panels, and first-work reviews before production installation?	☐	☐	☐	
Has the Contractor established traceability for structural materials, welds, fasteners, pressure components, fire-rated products, and other critical items where required?	☐	☐	☐	
Has the Contractor established a nonconformance process that prevents concealment or use of rejected work until an authorized disposition is recorded?	☐	☐	☐	
Has the Contractor planned verification of dimensions, substrate readiness, moisture conditions, tolerances, and environmental conditions before follow-on work?	☐	☐	☐	
Has the Contractor established procedures to request inspections and document acceptance before work is covered, loaded, energized, or placed in service?	☐	☐	☐	
Has the Contractor coordinated firestopping, waterproofing, air barriers, insulation, and corrosion protection across critical trade boundaries?	☐	☐	☐	
Has the Contractor established weather protection, dry-in sequencing, moisture control, and protection of finished work during construction?	☐	☐	☐	
Has the Contractor planned cold-weather, hot-weather, curing, drying, and other environmental controls required by the selected materials and systems?	☐	☐	☐	
Has the Contractor established manufacturer installation support and inspection requirements that affect system performance or warranty eligibility?	☐	☐	☐	
Has the Contractor identified occupied-facility work requiring permits, escorting, security clearance, infection controls, or restricted access?	☐	☐	☐	
Has the Contractor coordinated barriers, dust containment, pressure control, noise restrictions, and cleaning needed to separate occupied areas from construction?	☐	☐	☐	
Has the Contractor established shutdown requests, required approvals, occupant notices, outage windows, and restoration verification for existing systems?	☐	☐	☐	
Has the Contractor prepared cutover and rollback plans for critical utilities, controls, communications, and operational systems?	☐	☐	☐	
Has the Contractor coordinated temporary fire protection, alarm impairments, exit changes, and emergency procedures with the responsible facility	☐	☐	☐	

Project Startup

representatives?				
Has the Contractor established protection and access arrangements for owner operations, sensitive equipment, tenants, and separate-contractor activities?	☐	☐	☐	
Has the Contractor planned tie-ins and new-system activation so existing services remain available until the replacement is verified and authorized?	☐	☐	☐	
Has the Contractor appointed a commissioning coordinator and incorporated commissioning obligations into subcontract and supplier scopes?	☐	☐	☐	
Has the Contractor prepared a system turnover sequence aligned with construction completion, permanent utilities, controls readiness, and functional testing?	☐	☐	☐	
Has the Contractor identified factory representatives, testing personnel, operators, and witnesses required for equipment startup and acceptance activities?	☐	☐	☐	
Has the Contractor planned system cleaning, flushing, disinfection, pressure testing, balancing, calibration, and prefunctional verification before startup?	☐	☐	☐	
Has the Contractor established energization and startup authorization that confirms readiness, isolation boundaries, personnel notification, and emergency shutdown provisions?	☐	☐	☐	
Has the Contractor planned integrated testing, failure simulations, load testing, and performance demonstrations with safe test conditions and agreed acceptance criteria?	☐	☐	☐	
Has the Contractor provided schedule and cost allowances for corrections, retesting, seasonal testing, and deferred commissioning obligations?	☐	☐	☐	
Has the Contractor established early collection of operating manuals, warranties, asset data, spare parts, certificates, and training material from suppliers?	☐	☐	☐	
Has the Contractor planned operator training with required prerequisites, attendees, demonstrations, recordings, and competency checks where specified?	☐	☐	☐	
Has the Contractor established the format and ongoing verification process for record drawings, concealed-work photographs, test results, and equipment data?	☐	☐	☐	
Has the Contractor planned phased turnover boundaries, incomplete-work controls, security, maintenance, and protection after partial owner use begins?	☐	☐	☐	
Has the Contractor established punch-list, inspection, authority sign-off, and final-document procedures in time for planned occupancy?	☐	☐	☐	
Has the Contractor planned demobilization, removal of temporary works, environmental stabilization, and restoration of areas used during construction?	☐	☐	☐	
Has the Contractor established warranty contact arrangements and response responsibilities for defects discovered after handover?	☐	☐	☐	
Has the Contractor completed a documented readiness review for the first work package before releasing crews to begin?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor held a startup meeting that confirms the	☐	☐	☐	

Project Startup

approved scope, organization, milestones, communication routes, and immediate decisions?				
Have the Owner/Developer, Engineer/Architect, and Contractor agreed which startup requirements apply to this project and documented the basis for any exclusions?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor assigned each open startup issue a responsible person, required evidence, due date, and escalation route?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor agreed that affirmative checklist responses require supporting evidence and that unanswered items remain unresolved?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor confirmed one coordinated set of scopes, budget, schedule, and design baselines for the authorized phase?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor agreed on the approval sequence for changes so technical acceptance, cost authorization, time effects, and required permits all addressed?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor agreed on how potential safety or design concerns will be promptly reported without confusing contractual responsibility or authority?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor established a common issue-resolution process for conflicting documents, site conditions, and interface decisions?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor confirmed permit conditions, access rights, environmental controls, and required notices for the initial work area?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor confirmed that early work will not foreclose unresolved design choices or require unapproved rework of later phases?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor agreed on release criteria for excavation, structural work, enclosure closure, energization, and system startup as applicable?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor agreed on evidence and approval requirements for partial occupancy, operational takeover, and transfer of care of completed work?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor resolved critical startup risks or documented authorized dispositions that satisfy applicable approvals before releasing the affected work?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor documented the startup release's authorized scope, limits, and work on hold?	☐	☐	☐	
Have the Owner/Developer, Engineer/Architect, and Contractor scheduled a review of outstanding startup actions after mobilization and before each subsequent phase begins?	☐	☐	☐	