



CONSTRUCTION PROJECT MANAGEMENT

QUALITY CHECKLISTS

By Roy F. Parker

Version 3.0G DEMO

FOR Pages 11 through 44 (See Table of Contents for Checklists Covered) please send a check or money order for \$9.99 to Roy F. Parker, 2916 Whitemarsh Place, Macungie, PA 18062. Please be sure to include your email address so we can send you the complete version. Also please confirm your order by email to solo1b@nni.com.

A THOUGHT PROCESS OF BETTER

CONSTRUCTION SUPERVISION FOR

PROJECT MANAGERS AND SUPERVISORS

Updated May 2000

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FORWARD

The ABC's of Construction... **A**lways **B**efore **C**ontinuing **C**heck. The process outlined in the following forty-five pages has been a part of my life for as long as I can remember. My father lived, developed and documented this Construction Project Management process over his entire career as a Construction Operations Manager. In the 1980's this process became the basis for the MRP II (Manufacturing Resource Planning) software I developed with my father for the construction industry. In the 1990's the process also functioned as a tool for development and implementation of the Quality Systems Element (4.2) and the Internal Quality Audit Element (4.17) of ISO 9000 (International Standards Organization) for the construction industry. Now in the year 2000, the process functions in the construction industry as the Quality Checklist Output of the Quality Planning Process (Section 8.1.3.3 of the Project Management Body of Knowledge) as defined by the PMI (Project Management Institute). It has immediate, efficient and effective application in Construction Project Management today.

Michael Roy Parker
Project Manager, Business Systems Analyst

May 2000



INTRODUCTION

This is a Comprehensive Guide and Checklist developed over a period of 40 years in the construction trade to ensure that work being performed is in keeping with the high quality and high integrity standards which I learned and which I have implemented throughout my career.

Roy F. Parker

May 2000

EXCAVATION CHECK LIST

JOB NO. _____ LOCATION _____

All items must be checked and list signed by Field Superintendent before presenting invoice for payment.

1. Have you checked your plans and color selection sheet prior to starting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is there proper access for your equipment and deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have a set of plans showing foundation layout of this house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are all batter boards intact upon starting, stakes for grade by Engineer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Check Dimensions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Check with transit all four corners of basements: Are they within 2 inches of each other?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is there a min. of 2 feet around all footings excavated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If answers to any of the above are NO do not start work until the condition is corrected.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Check with transit elevation of crawl spaces. Are they in a multiple of 8 inches from basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Is the crawl area within 2 inches of level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. When you start to dig footings are you averaging out your corners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are all footings resting upon undisturbed ground and min. of 8 inches in depth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Will the mason be able to set foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are footings dry?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the answers to the above questions are checked NO, the superintendent will explain below:

We certify that the above work has been done in a workmanlike manner and suitable for the contractor who follows.

Excavating Contractor or Operator

Job Superintendent

Date

FOOTING CHECK LIST

JOB NO. _____

LOCATION _____

All items must be checked and list signed by Field Superintendent before presenting invoice for payment.

1. Have you checked your plans and color selection sheet prior to starting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is there proper access for your equipment and deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have a set of plans showing foundation layout of this house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are all batter boards intact upon starting, stakes for grade by Engineer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Check Dimensions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Check with transit all four corners of basements: Are they within 2 inches of each other?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is there a min. of 2 feet around all footings excavated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If answers to any of the above are NO do not start work until the condition is corrected.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Check with transit elevation of crawl spaces. Are they in a multiple of 8 inches from basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Is the crawl area within 2 inches of level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. When you start to dig footings are you averaging out your corners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are all footings resting upon undisturbed ground and min. of 8 inches in depth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Will the mason be able to set foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are footings dry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is dirt removed from footings clear of interior of foundation or leveled off to be out of block layers or flat masons working area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Was building department notified and inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Inspector: _____

Time Inspected: _____

If any of the answers to the above questions are checked NO, the superintendent will explain below:

Footing Checklist Continued

We certify that the above work has been done in a workmanlike manner and suitable for the contractor who follows.

Footing Contractor

Job Superintendent

Date

BLOCK LAYERS CHECK LIST

JOB NO. _____ LOCATION _____

All items must be checked and list signed by Field Superintendent before presenting invoice for payment.

1. Have you checked your plans and color selection sheet prior to starting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is there proper access for your equipment and deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have a set of plans showing foundation layout for the house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has this foundation been pinned by another contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. With transit check footings for level, check stepped footings for proper elevation, are footings level enough for you to have top course within ¼ inch on any wall, do footings have any cracks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are all footings in proper location, after first course is set will you have a minimum of 3 inches footing showing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are basement windows and anchor bolts on job site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are basement windows set, sill poured and sides properly stuccoed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are anchor bolts set at proper height and 8 feet OC around perimeter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are all interior joints struck and block clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is exterior parged properly including cove between 1st course & footer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are beam pockets in proper location with solid block for beam bearing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Has foundation coating been applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is heater flue on the proper side of fireplace foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is fireplace ash dump floor level with clean out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Is ash dump door sealed on top, bottom and sides?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Are the thimbles set properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Is first flue liner for heater set?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Is all debris and excess block removed from basement lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Check diagonal on basement, is it squared?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Block Layers Checklist Continued

If any of the answers to the above questions are checked NO, the superintendent will

explain below:

We certify that the above work has been done in a workmanlike manner and suitable for the contractor who follows.

Block Contractor or Foreman

Job Superintendent

Date

BACK FILL CHECK LIST

JOB NO. _____ LOCATION _____

All items must be checked and list signed by Field Superintendent before presenting invoice for payment.

DO NOT BACK FILL ANY FOUNDATION THAT YOU, AS AN EXPERIENCED CONTRACTOR THINKS SHOULD BE BRACED BEFORE PROCEEDING. YOU WILL BE HELD LIABLE FOR ANY DAMAGE TO CRACKED OR BROKEN WALLS.

1. Have all materials from proceeding trade been removed from site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has foundation been waterproofed in all locations necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Foundation, porches, garages, crawl spaces properly back filled and leveled off?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is area surrounding foundation leveled off giving access for future deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has any topsoil been used for back filling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Check all walls with superintendent, are any bowed or cracked?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the answers to the above questions are checked NO, the superintendent will explain below:

We certify that the above work has been done in a workmanlike manner and suitable for the contractor who follows.

Excavating Contractor or Foreman Job Superintendent Date

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