

DAILY PRODUCTION CHECKLIST

Job: _____ **Date:** _____

BEFORE beginning each portion of work: Y or N **Notes:**

Project Manager must study & compare Contract		
Field measurements taken of any existing conditions		
Report any errors, omissions or inconsistencies discovered to Architect		
Daily:		
Appropriate dress attire worn by each employee		
Aware of hours allowed onsite		
All samples have written approval from Architect		
Timesheets specific on scope of work & areas completed		
Job site cleaned at end of day		
What area of work is being done		
Estimated Sq. Ft. completed		
How was the weather		
Weekly:		
Sign-offs by Architect		
Safety:		
Working Fire Extinguishers		
Toolbox Safety Meeting		
Check inventory in First Aid Kits		
Safety Harnesses/Lanyards		
Hard Hats		
Safety Glasses		
Safety Vests		

Y or N

Emergency Meeting Location		
General Notes:		
Inspected & Documentation of previously damaged work area		
Other Points of Interest		