# Pre-Construction Checklist

This checklist is designed to help ensure that all necessary steps are completed prior to the start of your project. By reviewing and verifying each item below, we can set the stage for a smooth, well-organized construction process.

* ✔ Material Selection Completed (Shingle, Tile, Metal, or Window/Door Style and Color)
* ✔ Deposit Received and Payment Terms Confirmed
* ✔ Permit Application Submitted
* ✔ Notice of Commencement (NOC) Signed and Notarized (if applicable)
* ✔ HOA Approval Obtained (if required)
* ✔ Final Job Scope Reviewed and Approved by Client
* ✔ Job Address and Access Details Confirmed (gates, driveways, pets, etc.)
* ✔ Dumpster Location and Delivery Access Identified
* ✔ Material Delivery and Securement Plan Established
* ✔ Pre-Job Photos Taken and Saved in Job File
* ✔ Existing Roof/Window Conditions Reviewed and Documented
* ✔ Hurricane Strap Scope Reviewed (if included)
* ✔ Secondary Water Barrier Confirmed (if applicable)
* ✔ Contact Info for Project Manager Shared with Client
* ✔ Client Informed About Inspection Schedule and Project Timeline
* ✔ Signed Contract in File with Scope of Work
* ✔ Utilities and Site Conditions Reviewed (power, attic access, fragile areas)
* ✔ Change Order Procedure Explained (if scope changes are needed)
* ✔ Rain Gutter Plan Confirmed (install, replace, or protect existing)
* ✔ Landscaping/Driveway/AC Unit Protection Plan in Place
* ✔ Weather Forecast Reviewed and Go/No-Go Decision Made