

Access & logistics

- ☐ Driveway/curb space reserved for deliveries _____ spots
- ☐ Clear path set (hallways/stairs); railings secure
- ☐ Staging area selected: _____
- ☐ Access provided (gate/door codes or key box): _____
- ☐ Dumpster location confirmed: _____
- ☐ Neighbor/HOA notified (if required)

Rooms to clear (list)

- | | | |
|--------------------------------|--------------|--|
| ☐ _____ | boxes: _____ | ☐ fragile items removed |
| ☐ _____ | boxes: _____ | ☐ fragile items removed |
| ☐ _____ | boxes: _____ | ☐ fragile items removed |
| ☐ _____ | boxes: _____ | ☐ fragile items removed |
| ☐ _____ | boxes: _____ | ☐ fragile items removed |
| ☐ _____ | boxes: _____ | ☐ fragile items removed |
| ☐ _____ | boxes: _____ | ☐ fragile items removed |

Protect & relocate

- ☐ Artwork/mirrors/electronics moved/protected
- ☐ Large furniture covered (if staying in room)
- ☐ Sensitive items relocated/protected (instruments/servers/plants/aquarium)
- ☐ Valuables & medications secured

Utilities & shut-offs

- ☐ Electrical panel location noted: _____
- ☐ Main water shut off: _____
- ☐ Gas shut off: _____

Dust, noise & temporary setups

- ☐ Adjacent furniture covered
- ☐ Vent covers for nearby rooms (if needed)
- ☐ Temporary kitchen/bath plan in place (if affected)

Selections & deliveries

- ☐ Final selections approved (tile/fixtures/paint)
- ☐ Special orders placed ETAs noted: _____
- ☐ Appliances/cabinetry delivery window confirmed
- ☐ Salvage items to keep identified: _____

Household & pets

- ☐ Work hours + quiet times shared with crew
- ☐ Pets containment plan set (room/crate/sitter)
- ☐ Bathroom for crew designated: _____
- ☐ Day of contact name/number: _____

Day-before

- ☐ Move vehicles for early deliveries
- ☐ Protect driveway/walks if heavy equipment expected
- ☐ Charge phone; confirm tomorrow's arrival window

Morning-of

- ☐ Gates unlocked / access ready
- ☐ Pathways cleared; staging area empty
- ☐ Pets contained; kids briefed on restricted areas
- ☐ Quick check in with crew lead (today's plan)

During the project (repeat daily)

- ☐ Milestone updates received
- ☐ Any change orders reviewed & approved in writing
- ☐ Tomorrow's tasks confirmed; questions noted
- ☐ Jobsite tidied at end of day

Final day / wrap-up

- ☐ Final walkthrough & punch list completed
- ☐ Warranty and care instructions received
- ☐ Photos/docs shared; permits/inspections closed out
- ☐ Keys/codes reset as needed

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.