

# PRE-CONSTRUCTION CHECKLIST

<b>Project Schedule</b>	<b>Start:</b>	<b>Completion:</b>
<b>Pre-Start Meeting:</b>	<b>Yes / No</b>	<b>Date:</b>

**Project Manager:** \_\_\_\_\_

**Estimated Size of Project:** \_\_\_\_\_ **sq** \_\_\_\_\_

**Existing Roof System Type:** BUR: MOD BIT: EPDM: TPO: PVC:

**New Roof System Type:** BUR: MOD BIT: EPDM: TPO: PVC:

**Warranty Requirements:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Addendum(s):** Yes ( \_\_\_ ) / No

**Project Address:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Owner Rep:** \_\_\_\_\_

**Owner Contact Details:** **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Consultant/General Contractor:** \_\_\_\_\_

**Consultant/GC Contact Details:** **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Billing Schedule:** \_\_\_\_\_

**Sub-trade price required (Check all that apply)**

Mechanical:	Yes / No	Plumbing:	Yes / No
Interior Protection:	Yes / No	Electrical:	Yes / No
Scaffolding:	Yes / No	GC:	Yes / No

**Required Items - To Be Discussed Prior To Contract Signing:**

<b>Interior Protection Needed?</b>	Yes / No	<b>Designated Crew Parking?</b>	Yes / No
By Pollard?	Yes / No	*Alternate Parking Options?	
Owner?	Yes / No		
Third Party	Yes / No		
(Under Web Joists)			
<b>Garbage Bin Set Up Location</b>	Yes / No	<b>Set-Up Area Finalized?</b>	Yes / No
<b>Kettle Needed? Location Discussed?</b>	Yes / No	<b>Odor/Smell from Kettle/Adhesives</b>	Yes / No
		<b>Precautionary Measures:</b>	
<b>Vacuum Set-Up Area Discussed?</b>	Yes / No	a) None	Yes / No
		b) Charcoal Filters on Air intakes	Yes / No
<b>Washroom / Porta-Potty</b>	Yes / No	i) By Pollard	Yes / No
		ii) By Others	Yes / No
<b>Interior Securement of Pipes/Stacks</b>	Yes / No	<b>Landscape Issues</b>	Yes / No
*By Others _____		<b>Grass Repair:</b>	
		*Seed	Yes / No
		*Soil	Yes / No
<b>Firewatch Policies/Permits</b>	Yes / No	*Sod	Yes / No
		*Other	Yes / No

**Notes:**

**Confirmation:**

**Owner/Owner's Rep Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Pollard Rep Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_