



Project Daily Checklist

Project Name: _____ Start Date: _____

Time of Day	Task	Day:	Day:	Day:	Day:	Day:
Beginning of Day	Review Job with Customer and Address Issues/Concerns					
	Review Project for quality and safety					
	Review Plan with Crew and Assign Tasks					
	Rollout: staging area, ladders, tools					
Lunch Time	Clean: trash out, supplies and tools stowed appropriately					
	Open paint containers covered and placed in staging area					
	Safety: ladders down tripping hazards up					
End Of Day	Rollup: Trash out, tools/supplies put away, areas swept/cleaned as needed					
	Safety: ladders down tripping hazards up					
	Time for next day and plan set with crew					
	Complete Time Tracker & Labor Budget Sheet					
	Communicate progress and next day plans with customer					
	Determine needed supplies for next day and arrange pickup or delivery (preferred)					

Crew Lead-Initial boxes when completed. Must be fully complete before bonus will be paid.