

Project: \_\_\_\_\_



# Project Setup Checklist

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## Before The Project

- Review Field File Folder the day BEFORE beginning the project
- Consult Equipment/Material checklist to ensure all necessary equipment is available
- Obtain paint from assigned square
- Order/obtain any additional supplies/materials (setup for store delivery if possible)

## First Day of the Project (Complete Blue Items With Customer)

- Arrive on time, greet customer and give them business card with name and phone number
- Determine customer's preferred method of communication. Inform them they will hear from you a minimum of daily, preferably more. Text is always the best!
- Review Scope of Work with customer
- Review Color Selection Worksheet
- Offer additional services from Alternatives Sheet
- Walk the job with customer, identify and special issues or concerns and WRITE THEM DOWN
  - Pictures Checklist (Use CompanyCam – tag each picture as listed below)
    - Yard Sign
    - 40 Doors (take a picture of hung forty door envelope from street)
    - Staging Area
    - Before Pictures
    - This Completed Form
- Identify special concerns and possible safety hazards
- Meet with crew to report safety issues, special customer concerns and assign tasks

Lead Painter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Painter: Check off items as completed. Sign and date form when all items are completed and keep in Job Folder. Bonus will not be paid until paperwork is complete and verified.