



Job Name _____ Job Number _____

☐ Supply and review all essential documents with the General Foreman - prints, one-lines, construction drawings, foundation plans, HASP and SWPPP

☐ Discuss any as-built changes - were there any changes made or need to be changed?

☐ Evaluate any prior or foreseen safety concerns, hazards or special concerns

☐ What is the work scope that needs to be completed and was it reviewed?

☐ Schedule reviewed work with all parties involved - coordinated with subcontractors and owners

☐ Discuss what a qualified crew comp needs to be for project - how many crews and what size

☐ Create an equipment and tooling list

☐ Go over received and needed material. Identify any missing items or questions about usage

☐ Assign roles and responsibilities to execute work plan

☐ Subcontractor scope of work review

Notes: