



DWELUP CORPORATION

CONSTRUCTION MANAGEMENT CHECKLIST

Professional Project Planning, Execution & Site Control Review

Use this checklist to monitor construction management readiness, execution, coordination, and control.

Project / Client	Project Manager	Date	Site Ref.

A PROJECT PLANNING & SCOPE			
No.	Checklist Item	Options / Write-in	
1	Approved project scope available		<input type="checkbox"/>
2	Project objectives clearly defined		<input type="checkbox"/>
3	Approved drawings / latest revisions issued		<input type="checkbox"/>
4	BOQ / cost estimate available		<input type="checkbox"/>
5	Work breakdown structure prepared		<input type="checkbox"/>
6	Baseline schedule prepared		<input type="checkbox"/>
7	Key milestones identified		<input type="checkbox"/>
8	Resource plan prepared		<input type="checkbox"/>

B CONTRACTS, TEAM & RESPONSIBILITIES			
No.	Checklist Item	Options / Write-in	
9	Client contract reviewed		<input type="checkbox"/>
10	Contractor / subcontractor list finalized		<input type="checkbox"/>
11	Roles and responsibilities assigned		<input type="checkbox"/>
12	Consultant / site engineer appointed		<input type="checkbox"/>
13	Communication matrix prepared		<input type="checkbox"/>
14	Approval hierarchy defined		<input type="checkbox"/>
15	Vendor / supplier list confirmed		<input type="checkbox"/>
16	Insurance / compliance responsibilities assigned		<input type="checkbox"/>

C SITE READINESS & MOBILIZATION			
No.	Checklist Item	Options / Write-in	
17	Site handover completed		<input type="checkbox"/>
18	Site boundary / access arranged		<input type="checkbox"/>
19	Temporary utilities available		<input type="checkbox"/>
20	Site office / storage arranged		<input type="checkbox"/>
21	Material receiving area identified		<input type="checkbox"/>
22	Machinery / equipment mobilized		<input type="checkbox"/>
23	Labor availability confirmed		<input type="checkbox"/>
24	Site safety induction planned		<input type="checkbox"/>

D SCHEDULE, MONITORING & COORDINATION			
No.	Checklist Item	Options / Write-in	
25	Detailed activity schedule available		<input type="checkbox"/>
26	Weekly work plan prepared		<input type="checkbox"/>
27	Daily progress tracking system set		<input type="checkbox"/>
28	Coordination meetings scheduled		<input type="checkbox"/>
29	Material delivery schedule aligned		<input type="checkbox"/>
30	Risk register prepared		<input type="checkbox"/>
31	Delay tracking / recovery plan available		<input type="checkbox"/>
32	Reporting format approved		<input type="checkbox"/>

E QUALITY, SAFETY & COST CONTROL			
No.	Checklist Item	Options / Write-in	
33	QA/QC inspection plan available		<input type="checkbox"/>
34	Material approval / submittal process defined		<input type="checkbox"/>
35	Method statements approved		<input type="checkbox"/>
36	HSE plan available		<input type="checkbox"/>
37	PPE compliance enforced		<input type="checkbox"/>
38	Budget tracking system active		<input type="checkbox"/>
39	Variation / change order log maintained		<input type="checkbox"/>
40	Waste control / housekeeping monitored		<input type="checkbox"/>

F DOCUMENTATION & CLOSEOUT READINESS			
No.	Checklist Item	Options / Write-in	
41	Daily site reports maintained		<input type="checkbox"/>
42	Site instructions / RFIs logged		<input type="checkbox"/>
43	Measurement / billing records updated		<input type="checkbox"/>
44	Testing / inspection records maintained		<input type="checkbox"/>
45	As-built data collection planned		<input type="checkbox"/>
46	Punch list procedure defined		<input type="checkbox"/>
47	Handover documents checklist prepared		<input type="checkbox"/>
48	Final remarks / pending issues noted		<input type="checkbox"/>

NOTES / REMARKS

PROJECT MANAGER SIGNATURE
_____ Name: _____ Date: _____

CLIENT / CONSULTANT REVIEW
_____ Name: _____ Date: _____