

# SUPERINTENDENT DAILY CHECKLIST



BRIAN T. ARMSTRONG  
CONSTRUCTION INC.

- Morning Huddle
- Make sure the truck is clean and top off fluids
- Schedule daily route efficiently so that you are not wasting travel time
- Utilize the design book and customer contact to ensure done right the first time
- Work on job checklist

JOB NAME: \_\_\_\_\_

- Area is clean and safe
- Job sign, permit and job box are posted at EACH job
- Water, portalet, and power is on for construction
- DO NOT LET SUBS SIDE TRACK YOU**
- Pull out and review checklist as walking around job site
  - What has been done?
  - What is the quality of the completed task?
  - What has **NOT** been done?
  - Schedule what needs to be completed in the future
- Go back to truck and make necessary phone calls
  - DO NOT LET SUBS SIDE TRACK YOU**
  - Call contractors to inform them of what they have **not** completed and ask them to come back to correct the issues, deficiencies, or finish the project
  - Call to schedule contractors for the future (at least 2 weeks in advance)
  - Call to order materials
  - DO NOT LET SUBS SIDE TRACK YOU**
- Talk with subs on finish dates for scheduling purposes - touch base
- Best Management Practice (BMP's - silt fence) are in good working order
- Dumpster is not full
- Return extra material for credit
- Update your google calendar for the following day

Notes:

I certify that the items on the checklist above were in fact completed. I understand that intentionally falsifying the information on the checklist or that simply checking off all of the items on the checklist with one pen stroke is not acceptable and is viewed by management at Brian T Armstrong Construction as lying and grounds for termination.

Name of Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_