

Pre-Start Checklist

Prevent delays and disputes by locking down the basics before day one.

Job details

Job	Start date	Team assigned	Customer contact

Scope & expectations

Item	Yes/No	Notes
Scope confirmed with customer		
Exclusions understood by customer		
Access times confirmed		
Decision-maker identified		
Communication method agreed (text/email/phone)		

Materials & suppliers

Item	Yes/No	Notes
Materials ordered		
Delivery date confirmed		
Lead times checked		
Key subcontractors booked		

Site readiness & safety

Item	Yes/No	Notes
Site induction required		
Hazards identified / controls planned		
Power/water access confirmed		
Waste / clean-up plan agreed		

Sign-off

Prepared by	Date	Approved by	Date

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