

Commercial Painting Checklist

Project		Date	
Client representative		Crew lead	

Before mobilization

Item	Done	Initials
Contract, scope and drawings received, read, and any ambiguity queried in writing before mobilizing		
Insurance certificate issued with the exact wording and named parties the client requires		
Bonding arranged where the contract calls for it, with the timeline confirmed with the surety		
Wage determination checked, and payroll and reporting set up accordingly before day one		

Site access and induction

Item	Done	Initials
Site induction booked and completed for every crew member who will attend, with records kept		
Badges, keys, codes, parking permits and elevator bookings arranged for the full crew		
Working hours confirmed in writing, including any evening, weekend or overnight requirement		
Site contact, inspection contact and payment contact identified by name and number		

Materials and coordination

Item	Done	Initials
Safety data sheets for every product supplied to the site file before materials arrive		
Product selection checked against occupied building constraints for odor and drying		
Material delivery route, storage location and elevator access agreed with building management		
Waste disposal route agreed, since site dumpsters are frequently not available to subcontractors		
Schedule reviewed against preceding trades, with your start dependencies listed explicitly		
Protection of finished floors, fixtures and equipment agreed and photographed before work		

During the work

Item	Done	Initials
Daily sign in and sign out procedure understood and followed by the whole crew		
Progress recorded daily against the schedule, with any trade caused delay noted the same day		
Color and sheen schedule confirmed against the specification rather than against a conversation		
Inspection points agreed in advance, so hold points do not appear as a surprise		

Handover and payment

Item	Done	Initials
Punch walk completed with the client representative and the list agreed in writing		
Punch items cleared in one return visit and signed off, not left to accumulate		
Handover pack issued: product schedule, color schedule, safety data sheets, warranty terms		
Final application for payment submitted with the documentation the contract requires		
Retainage amount and release date recorded and put in the calendar, rather than trusted to memory		

Site file (keep in the van and in the cloud)

Document	In file
Contract and current scope	
Insurance certificate	
Safety data sheets for every product on site	
Induction records for each crew member	
Color and product schedule	
Daily progress notes	
Anything the building asked for at induction	

Daily progress note

Date	Who attended	Area worked	Completed	Held up by

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