Project Planner Checklist for Walk In

1.___Is scope of work complete?   Where is it located in server?

2.___Is 7 STEP complete?   Where is it located in server?

3.___Who is the Installer & have you talked to installer before installation? What is the deadline?

4.___You verify you have all the supplies is in stock and matches Eclipse (need to purchase if not in stock)

5.___If purchase additional non-stock items you need to input into Eclipse with location

6.___Have you checked with the installers to go through the checklist to verify what all is complete? (Have installers call you before they leave jobsite so that you can verify all is complete)

7. ___Have you communicated with contractor or applicable person on design?

8.___Has a drawing & scope been sent to the contractor?

9.___Did you verify contractor received drawing & scope? (call and verify the day after sent)

10.___ Did you go over drawing & scope with contractor to be sure they understand? (if not call back and be sure you go over the details.

11.___Date you went over drawing and scope with contractor_____

12.___Contractor name and number you communicated with_____

Follow up dates weekly and who you communicated with for verification

Date: contact:

Notes/ concerns:

Date: contact:

Notes/ concerns:

Date: contact:

Notes/ concerns:

Date: contact:

Notes/ concerns: