

# Quality Assurance Sample Checklist



## (Before Construction/Pre-Construction Phase)

- ☐ 1. Initial Quality Team Project Planning Meeting with executive (or client).
- ☐ 2. Detailed Scope of Work, Budget, and Schedule for Project Quality Management Plan.
- ☐ 3. Quality Team Project Status Meeting.
- ☐ 4. Plan Constructability Review and Report(s) (to create Inspection Checklists).
  - ☐ A. Decide on building elements and interface conditions that will be the subject of the plan.
  - ☐ B. Plan Review: architectural, structural, and specialty designs.
  - ☐ C. Specification review.
  - ☐ D. Referenced standards review.
- ☐ 5. Inspection Checklists.
- ☐ 6. Testing Plan: Mock-up of assemblies and testing (Optional).
- ☐ 7. Hold Point Inspection & Testing Schedule. Be prepared to stop the project if acceptable performance cannot be achieved.
- ☐ 8. Quality Team Project Status Meeting(s).
- ☐ 9. Project Status Meeting(s) with Executive (Client).
- ☐ 10. Requests for Information (RFIs).
- ☐ 11. Project Budget Review against Design and Scopes of Work. Project Budget and Quality Management Plan Budget updates as necessary throughout the process. Make active decisions about “how much insurance to buy.”
- ☐ 12. Trade Contract Scope of Work Reviews and Updates (including performance standards and tolerances). Trade/Subcontracts: connect the Plans, Specifications, and Standards, Quality Management Plan, including Hold Points, to the Contract and Scope of Work documents so that Quality does not “cost extra” (in change orders) during construction.
- ☐ 13. Bid Process.
- ☐ 14. Submittals.



## During Construction Deliverables/Construction Phase (Quality Control)

- ☐ 15. Project File and Document Management Control Plan
  - A. Plans
  - B. Specifications
  - C. Transmittals
  - D. RFIs
  - E. Daily Logs
  - F. Inspection Documentation (Daily/Weekly)
  - G. Punch List Reports (Daily/Weekly)
  - H. Incident Reports (As Needed/Daily/Weekly)
  - I. Interim Reports (Weekly/Monthly)
  - J. Etc.
- ☐ 16. Project Kickoff Meeting(s). Make sure prime and trade contractors know the standards they will be held to during the construction.
- ☐ 17. Coordinate actions at Hold Points in the construction schedule to verify quality of installations.
- ☐ 18. Inspection and Documentation (Daily or at Hold Points).  
Verify conformance with project definition (plans, specs, standards and contract scope of work documents) and to evaluate any onsite changes (Optional).
- ☐ 19. Testing at Hold Points to verify performance (Optional).
- ☐ 20. New Punch List Items (Non-Conforming Work) Report(s) (Daily/Weekly).
- ☐ 21. Punch List (Non-Conforming Work) Status (Master List).
- ☐ 22. Interim Report(s) (Monthly) to Management/Project Quality Executive/Client  
(This is extremely important; similar to a contractor's monthly payment application).

## After Construction/Operation & Maintenance Phase

- ☐ 23. Start-up Documentation & Commissioning.
- ☐ 24. Warranty Documentation, Maintenance Plan & Records.
- ☐ 25. Final (Project Close) Report. Quality control process, design summary, evaluation process, inspection summary, testing summary and ongoing maintenance recommendations (Optional).
- ☐ 26. Project Close Meeting [with Executive and/or Client].
- ☐ 27. Project File Compiled and delivered and/or archived.
- ☐ 28. Project Debrief.
- ☐ 29. Follow up Annual Property Condition Assessments.

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