Checklists for Large Tasks

From the KaBOOM! Toolkit: Construction Team

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Checklist #1: Planning
• Formed construction team; held first team meeting.
• Drafted a construction team planning timeline (tool collection, site prep, etc.)
• Drafted a construction budget estimate (including design fees, labor and machinery for site prep, materials, shipping, storage, tools and installer fees.)
• Mapped tool/material assets in the community (individuals, groups, businesses).
• Made initial list of construction tools and machinery needed.

Checklist #2: Initial Actions
• Performed initial utility check; dug test holes.
• Approached potential in-kind tool & material donors.
• Began soliciting tools and materials from the community.

Checklist #3: Solicitations and Schedules
• Tools and materials solicitation process underway.
• Brainstormed a list of potential build captains.
• Requested utility check.
• Confirmed source of site-prep machinery.
• Scheduled major site-prep: removal of old/unsafe equipment, site grading and/or excavation.
• Recruited 6-10 site-prep volunteers.

Checklist #4: Logistics and Back-up Plans
• Tool solicitation completed; purchase of remaining tools underway.
• Established list of emergency sources for tools.
• Established system for tool distribution and collection during Build Day(s).
• Completed major site prep (e.g. grading/excavation, removal of old/unsafe play equipment).
• Obtained final clearance to dig from utility company.
• Recruited build captains.
• Confirmed installer for site prep and Build Day(s).
• Discussed a plan for training maintenance staff immediately after the build.

Checklist #5: Final Steps
• Purchased remaining tools/materials.
• Created post-build “punch list.”
• Completed confirmation calls to tool donors.
• Scheduled build captain training session.
• Reviewed installer agreement (with co-chair)