



# 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)