



Sample Build Timetable

From the KaBOOM! Toolkit: Construction Team

www.kaboom.org

Your Deadline	Tasks to be Completed
	Create Solicitation Strategy
	Construction Team Meeting #1
	Begin Tool Solicitation Process, Round 1
	Dig "Test Holes"
	Send Soil Samples for Testing
	Construction Team Meeting #2
	Follow Up With Round 1 Donors
	Begin Tool Solicitation Process, Round 2
	Construction Team Meeting #3
	Schedule Major Site Prep Tasks
	Follow Up with Round 2 Donors
	Construction Team Meeting #4
	Complete Major Site Prep Tasks

Your Deadline	Tasks to be Completed
	Recruit Additional Build Captains
	Complete Tool Solicitation
	Purchase Remaining Tools & Materials
	Confirm Installer
	Request Final Utility Check
	Place Confirmation Calls to Donors
	Construction Team Meeting #5
	Train Build Captains
	BUILD DAY!!
	Complete Punch List
	Send Thank You's
	Train for Maintenance Inspections
	Miscellaneous