



Construction Job File Sample Checklist

Assessment Completed By: _____

Date of Assessment: _____

Job Name: _____

Job #: _____

Job Address: _____

Job File Manager: _____

Job Documentation is Stored: Digital/Electronic Paper Combination

Software Used: _____

Comments:

Documentation	Present		
	Yes	No	N/A
Bid/Contract Documents	Yes	No	N/A
Comments:			
Subcontractor Agreements/Purchase Orders	Yes	No	N/A
Comments:			
Daily Reports/Progress Photos	Yes	No	N/A
Comments:			
Design/Engineering Clarifications - RFIs	Yes	No	N/A
Comments:			
Change Orders	Yes	No	N/A
Comments:			

Document	Present		
Testing/Inspection Documents	Yes	No	N/A
Comments:			
Insurance Certificates/Bonds	Yes	No	N/A
Comments:			
Architectural/Engineering Plans	Yes	No	N/A
Comments:			
Material Submittals	Yes	No	N/A
Comments:			
Construction Schedule	Yes	No	N/A
Comments:			
Permits	Yes	No	N/A
Comments:			
Punch List	Yes	No	N/A
Comments:			
Warranty/Project Delivery	Yes	No	N/A
Comments:			