

## Purpose of the Build Day Checklists

Single Copy in the Main Construction Documentation Binder

To assist the Site Leader in accomplishing the tasks for a particular build day

Represent the major goals of the build day

Another way to document and communicate to staff or next build day site leader status of the project

**Any items highlighted yellow is new or changed from prior year**

Any items in **RED MUST** be done before end of day

## How to use the Build Day Checklists

At beginning of the build day review for tasks to be accomplished for that day

Note any items not done from prior build days (look back at incompletd checklists)

Review & update during the day for progress

Update at end of day

Ensure "end of day" items are completed

Ideas for improvement

quality control check points for each day

Build Day Checklist - Beam & Sill Plates

March 2017  
Version 17.0

Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Unlock Trailer & Ladders

**Lam Beam Installed**

- Beam straight & secured
- Posts plumb & secured

**Porch Areas**

- Rim board & support
- House Wrap & Foamboard covering rim board

**Sill Plate Installed**

- Straightend
- Caulked
- Rim board layout
  
- Floor joist layout
- Stairway opening layout

**Other**

- Stairway opening framing Installed
- Knock off foundation wall tabs
- Mark all floor joist end blocking on face of rim board (Use BLACK marker)

**Minimum Floor Joists Installed**

- Installed over posts & at each end
- End blocking

**End of Day**

- QC check using Quality Points
- Leave extension ladder in basement, lower to hide from view
- Lock Trailer & Ladders
- Lot must be cleaned up enough for concrete trucks to get around at least 2 sides of building for pouring basement floor

**Comments:**

Build Day Checklist - Cap Foundation

March 2017  
Version 17.0

Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Unlock Trailer & Ladders

**Deck Framing completed**

- Floor joists
- End blocking

**Sillbox Completed**

- Rim boards
- Foamboard in sill box
- Foamboard caulked

**Decking Installed**

- Floor decked, glued and nailed
- Transfer all floor joist end blocking onto deck (8-10" mark from edge using BLACK marker)
- Temporary stair cover installed

**Other**

- Seal basement floor edge with Geocel caulk
- Stairway walls installed
- Set up String Lights in basement

**End of Day**

- QC check using Quality Points
- Lot must be cleaned off for 2nd half backfill - everything except porta potty must be moved off the lot and on to the deck or off the property
- Lock Trailer & Ladders
- Cover & Secure Stairwell cover

Comments:

Build Day Checklist - Wall Layout, Components, Stairs

March 2017  
Version 17.0

Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Unlock Trailer & Ladders

**Other**

- Crown 2x4 & 2x6 studs (3 stacks - return or blocking, straight, acceptable crown)

**Layout Walls**

- Establish chalk lines
- Cut, assemble and mark exterior wall plates
- Cut, assemble and mark interior wall plates

**Components Assembled**

- Cut all materials using Cut List
- Window components
- Exterior door components
- Interior door components

**Layout Stairs**

- Layout, cut and test (1st one only) all 3 stringers
- Prepare stringers for installation

**End of Day**

- QC check using Quality Points
- Move Interior walls off of deck onto egress wells
- Cover & Secure Stairwell cover
- Lock Trailer & Ladders

**Comments:**

Build Day Checklist - Build Walls

March 2017  
Version 17.0

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**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Unlock Trailer & Ladders

**Build Exterior Long Walls**

- Frame long walls
- Install wind bracing and sheathing
- Caulk bottom plate locations
- Erect long walls
- Brace long walls

**Build Exterior Short Walls**

- Frame short walls
- Install sheathing
- Caulk bottom plate locations
- Erect short walls
- Brace short walls

**Complete Exterior Walls**

- Plumb corners
  
- Straighten all long and short walls
- Install wind bracing on SHORT walls
- Call for wind bracing inspection (if required)**

**Build Interior Walls**

- Frame interior walls
- Erect interior walls
- Brace interior walls

**Install Stairs**

- Install temporary railings along stair opening walls (3 sides)
  
- Install stringers and temporary treads
- Install temporary handrail and gate**

**End of Day**

- QC check using Quality Points**
- Make sure site is cleared and ready for truss crane lift**
- Cover & Secure Stairwell cover**
- Lock Trailer & Ladders**

**Install Top Plates**

- Exterior walls
- Interior walls

**Roofing Prep**

- Install center plank
- Truss layout
- Install L-braces
- Cut/set aside x-braces & laterals
- Install blocking on gable walls

**Gable End Truss Prep**

- Install Fabric
- Install Foam over OSB and tape seams
- Build and Install gable sub-fascia ladders
- Install extra 2x4 along back of non-zero end gable truss
- Drill hole for crane**

**Frame Porch**

- Porch framing
- Porch Posts

**Other**

- Install Interior wall-end/sheetrock blocking
- Build closet over stairway
- Build Basement walls (verify foundation walls/floor seam and sill box foam is air sealed)**
- Sheathe & tape exterior walls

**Comments:**

Build Day Checklist - Roof Framing

March 2017  
Version 17.0

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**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Determine Sheathing Cut List
- Place 30" 2x4, 2x4 stud at each gable end (include 6' level, impact driver, ten 4" timber screws)
- Unlock Trailer & Ladders

**Roof**

- Install trusses
- Sheathe Roof
- Sub-fascia installed & straightened
- Install Porch trusses, sheathing, sub-fascia (mark truss outline on wall if porch is on gable end)

**Other**

- 6" timber screws installed
- Guide (and blocking)
- Laterals installed
- X-bracing installed
- L-clips installed
- Eave foam installed & taped
- Header foam installed & caulked
- Finish misc sheathing and taping on exterior
- Door plates cut out
- Assemble shed

**End of Day**

- QC check using Quality Points
- Ensure trusses are adequately braced if bracing not completed
- Cover & Secure Stairwell cover
- Lock Trailer & Ladders

**Comments:**

**Build Day Checklist - Sheathing & Install Windows**

March 2017  
Version 17.0

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**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Unlock Trailer & Ladders

**Roof Sheathing**

- Completed, nailed & trimmed

**Wall Sheathing**

- Completed & taped

**Windows Installed**

- Lattice windows (street side of house only)
- Double-hung
- Sliders
- Flanges taped
- Egress windows

**Other**

- Porch wind washing baffle
- Bathroom exhaust fans
- Move shower/tub to bathroom location
- Cut & brace angle stair wall in basement
- Install & secure egress ladders

**Install Blocking**

- Shower stall
- Grab-rail
- Wall sheetrock
- Ceiling sheetrock
- Stair skirtboard
- Handrail
- Closet poles
- Mailbox (if "city" box)
- Porch rail (if needed)

**Uninstall**

- L-braces
- Interior braces
- Center plank

**End of Day**

- QC check using Quality Points
- Clean house
- Cover & Secure Stairwell cover
- Lock Trailer & Ladders

**Comments:**

## Build Day Checklist - Siding Layout & Install Exterior Doors

March 2017  
Version 17.0

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### Beginning of Day

- Plug in Battery Chargers and Charge batteries
- Unlock Trailers & Ladders

### Siding Prep

- J-blocks
- 3 Layout lines
- 2 Quality lines
- Metal skirting
- Siding corners
- Starter strip
- Gable end corners
- J-channel
- F-channel
- Two rows of siding

### Install Vents

- Dryer vent
- Bath fan & end cap
- Proper vents
- Range plenum & end cap

### Install Exterior Doors

- House doors
- Shed door
- Lock sets & dead bolts
- Brickmold nailed
- Flashing tape
- Protect threshold with plastic cover**

### End of Day

- QC check using Quality Points**
- Move all Site Support to inside of house
- Lock Trailers & Ladders & House**

### Comments:



Build Day Checklist - Siding

March 2017  
Version 17.0

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**Beginning of Day**

- Plug in Battery Chargers and Charge batteries
- Unlock Trailers & Ladders & House

**House Exterior Finish**

- Siding
- Soffit
- Fascia
- Shutters

**Shed Exterior Finish**

- J-channel
- F-channel
- Gable end corners
- 3 Layout lines
- 2 Quality lines
- Siding corners
- Starter strip
- Drip Cap
- Siding
- Soffit
- Fascia

**End of Day**

- QC check using Quality Points

**End of "Last" Siding Day**

- Separate & organize materials for return to supplier or HFH warehouse
- Prepare lawn for install by cleaning off lot
- Move all tools to trailer
- Lock Trailers & Ladders & House

**Comments:**

## Build Day Checklist - Air Sealing & Insulation

March 2017  
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Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

### Beginning of Day

- Unlock Trailer & House

### Air Sealing

- Caulk wall electrical boxes
- Caulk ceiling electrical boxes
- Caulk/foam exterior wall holes
- Caulk/foam top & bottom plate holes
- Caulk/foam foamboard/OSB holes
- Seal floor below tub/shower
- Seal around exterior door frames
- Seal around window frames
- Seal sill box penetrations (verify all sill box foam is caulked, recaulk any gaps)
- Secure and seal floor ducts to sub-floor

### Install Insulation

- Batt or foamboard insulation in exterior walls

### Install Poly Air/Vapor Barrier

- Cover ceilings & tape ALL seams
- Cover walls (tape overlaps < 2' or 2 studs)
- X-cut windows/outlets for TIGHT fit
- Cut/tape bath fan opening
- Cut/tape attic scuttle opening

### Miscellaneous

- Mark all wall stud centers on floor (main floor and basement) with red crayon**
- Check to be sure ALL ceiling penetrations are cut out (electrical, bath fans, HVAC vents or dampers, etc.,). Look at house plan and/or marks on floor to verify**
- Take down string lights (put in storage bag and in Drywall trailer)**

### End of Day

- QC check using Quality Points**
- Plug in Battery Chargers and Charge batteries
- Make space on main floor and basement (if applicable) for Ceiling and basement sheetrock delivery**
- Lock Trailer & House**

Comments:

Build Day Checklist - Ceiling Rock

March 2017  
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Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

**Beginning of Day**

- Unlock Trailer & House
- Plug in Battery Chargers and Charge batteries
- Put all tools in one room (usually a closet)

**Install Main Floor Ceiling Sheetrock**

- Living room
- Kitchen
- Bedrooms
- Bathroom
- Closets
- Stairway

**Install Basement Ceiling Sheetrock**

- Bedrooms
- Bathroom
- Closets
- Hallway
- Stairway overhang

**Rotzip/Cut Out Fixtures**

- Electrical
- Bath fans
- HVAC (warm air ducts)
- Attic Scuttle

**Scuttle Box**

- Attach ceiling rock to OSB face of cover
- 3-1/4" sheetrock trim around opening

**Miscellaneous**

- Mark all wall stud centers on floor (main floor and basement) with red crayon**
- Check to be sure ALL ceiling penetrations are cut out (electrical, bath fans, HVAC vents, etc.,).**  
**Look at house plan and/or marks on floor to verify**

**End of Day**

- QC check using Quality Points**
- Make space on main floor and basement (if applicable) for wall sheetrock delivery (main floor only)**
- Clean up rooms & organize scraps
- Lock Trailer & House**

**Comments:**

Build Day Checklist - Wall Rock

March 2017  
Version 17.0

Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

**Beginning of Day**

- Unlock Trailer & House
- Plug in Battery Chargers and Charge batteries
- Ensure all wall stud centers are marked on floor (main floor and basement) with red crayon

**Install Main Floor Wall Rock**

- Living room
- Kitchen
- Bedrooms
- Bathroom
- Closets
- Stairway

**Install Basement Wall Rock**

- Bedrooms
- Bathroom
- Closets
- Hallway
- Stairway overhang
- Stairway
- Utility room side of utility door area

**Rotzip/Cut Out Fixtures**

- Electrical
- HVAC (warm and cold air ducts)
- Plumbing

**End of Day**

- QC check using Quality Points

**End of Last Wall Rock Day**

- Vaccum/Sweep out rooms
- Move all tools to trailer
- All Site Support materials to basement unfinished area
- Put all usable scraps of sheetrock under basement stairs for homeowner)
- Check to be sure ALL wall penetrations are cut out (electrical, HVAC vents and thermostat wire, plumbing, , etc.,).**  
**Look at house plan and/or marks on floor to verify**
- Lock Trailer & House

**Comments:**

Build Day Checklist - Painting & Staining

March 2017  
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**Beginning of Day**

- Unlock Trailer & House

**Protect Surfaces**

- Tape window frames
- Set up paint area (protect floors with cardboard/tarp)
- Protect inside of exterior doors with newspaper or poly; tape hinges
- Protect tub/shower with newspaper or poly

**Paint**

- Open windows for fresh air
- Prime walls, ceilings, scuttle box cover
- Finish coat walls, ceilings, scuttle box cover
- Stain skirt boards/closet poles

**Clean up**

- Remove tape around windows
- Remove exterior door covering
- Remove tub/shower covering

**End of Day**

- QC check using Quality Points**
- Move all Finish supplies from trailer to CENTER of one bedroom
- Leave eave windows open about 1" (top sash)  
**Move the following materials into the house:**
- 1/4" multi-ply panels stacked floor in one corner of living room
- Dri-Core panels stacked near the stairs (next group can take to basement)
- If temperature is < 40 degrees: Compressor - put in living room (to warm up the compressor oil)
- Lock Trailer & House

**Comments:**

Build Day Checklist - Underlayment & Finish Stairs

March 2017  
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**Beginning of Day**

- Unlock Trailer & House
- Plug in Battery Chargers and Charge batteries

**Prepare Vinyl (typical) flooring area**

- Mark studs on walls**
- Install Underlayment (Multi-ply)
- Install Underlayment (DRicore)

**Finish Stairs**

- Skirtboards
- Stair treads & risers
- Handrail

**Install Shelving**

- Closet shelves/poles
- Linen closet shelves
- Pantry shelves

**Miscellaneous**

- Secure & Tape floor ducts to underlayment, sub-floor

**End of Day**

- QC check using Quality Points**
- Lock Trailer & House**
- During cooler weather seasons, if furnace is operating, set to 70 degrees for flooring installers (vinyl)**

**Comments:**

# Build Day Checklist - Cabinets, Doors, Trim & Finish

March 2017  
Version 17.0

Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

## Beginning of Day

- Unlock Trailer & House
- Plug in Battery Chargers and Charge batteries
- Ensure correct cabinets and doors/trim delivered

## Install Swinging Doors

- Doors
- Trim
- Lock sets and door stops

## Install Sliding Doors

- Doors
- Trim
- Pulls
- Guide and blocking

## Install Folding Doors (if applicable)

- Doors
- Trim
- Handles

## Install Egress Well Accessories

- Install egress ladder
- Install egress cover

## Install Storm Doors

- Doors
- Hardware (handle, chain, spring, closer)

## Exterior Doors Finishing

- Trim & Screw trim plugs
- Toe kick board
- Door stops
- Adjust door sweep/threshold

## Install Bathroom Fixtures (verify location with homeowner)

- Towel bars
- Paper holder
- Mirror
- Bathrobe holder
- Grab bar (if required)
- Shower curtain rod

## Finish Caulk

- Countertops
- Tub/shower units
- Windows
- Caulk exterior penetrations (inside & out)
- Exterior Doors & toe kick

## Install Scuttle Box Cover

- Install weather stripping
- Install cover & insulation package

## End of Day

- QC check using Quality Points
- Lock Trailer & House

## End of SECOND Finish Day

- Move tools no longer needed to trailer, put remaining tools in a bedroom closet or basement utility area
- Clean and organize house so it is ready for sub-contractor finish work

## Install Cabinets

- Upper kitchen cabinet blocking (plywood strips)
- Upper
- Lower/base
- Bathroom 1
- Bathroom 2 (if applicable)
- Counter tops
- Range hood
- Toe boards
- Trim

## Install Floor Trim

- Registers & vent covers
- Bedroom 1
- Bedroom 2
- Bedroom 3 (if applicable)
- Bedroom 4 (if applicable)
- Bedroom 5 (if applicable)
- Bathroom 1
- Bathroom 2 (if applicable)
- Kitchen
- Living room
- Coat Closet
- Pantry
- Linen Closet
- Hallways

## Other

- Hang mini-blinds
- House numbers
- Mailbox (and house numbers if rural)
- Stair handrail
- Porch trim rings
- Cover exposed horizontal wiring
- Cover exposed basement foam board
- Start punchlist with Homeowner(s)**
- Touch up plaster & paint
- Touch up stain
- Putty or caulk nail holes
- Porch Railing
- Set up and Install Appliances

## Air Sealing

- Caulk exterior wall & ceiling electrical boxes (**must be done before subcontractor finish work days**)
- Seal HVAC cold air return perimeter to wall (verify seal to floor and inside boot/duct seam is taped)
- Seal HVAC warm air ducts (make sure register cover fits and operates easily)
- Caulk exterior penetrations (both interior and exterior sides)**

## End of LAST Finish Day

- Remove doors in areas to be carpeted
- Cleanup and vacuum floors for carpet
- Move all tools to trailer (house should be empty, exception is freezables when applicable)
- During cooler weather seasons, if furnace is operating, set to 70 degrees for flooring installers (carpet)

Comments:

## Build Day Checklist - Install Appliances & Clean House

March 2017  
Version 17.0

Site Leader Initials \_\_\_\_\_ If **fully completed** fold upper right corner

### Beginning of Day

- Unlock Trailer & House

### Clean the house

- Vacuum floors
- Vacuum & damp dust cabinets
- Wash door sills (remove tape or temporary cover)
- Damp dust trim
- Wet mop vinyl
- Wash windows (remove ALL labels)
- Wash sinks and tub/showers
- Vacuum basement floor
- Sweep porch and sidewalks and driveway (as needed)
- Wash porch rails, posts, siding (as needed)

### Miscellaneous Finish Work

- Putty nail holes
- Touch up paint & stain
- Touch up caulk
- Install appliances

### Miscellaneous Doors

- Rehang doors
- Install sliding door floor guides

### Other

- Complete punchlist with Homeowner(s) and address any issues**

### End of Day

- QC check using Quality Points**
- Move tools and Site Support to trailer**
- Keep freezables inside in closet near one of the entry doors when temps are at or below freezing otherwise put in trailer**
- Carpet remnant outside each entry door (for door mat)
- Carpet and vinyl remnants under stairs
- Cover carpeted areas with cardboard (vinyl floors too if enough cardboard)**
- Remove covers & test smoke/carbon monoxide units
- Organize exterior materials, recycling, etc., and put in trailer (lot should be totally cleaned off)**
- Lock Trailer & House

### Comments: