



Construction QC Practices and Milestone Checklist

Pre-Construction

Soils & Environmental Testing

Checklist Item	Date Completed	Responsible Party	Notes
Evaluate existing soils reports and conduct supplemental testing (lead, asbestos, etc.) as required by jurisdiction.			
Document findings and mitigation plans if contamination is present.			

Buyout & Early Award Planning

Checklist Item	Date Completed	Responsible Party	Notes
Finalize the buyout schedule with the Project Manager.			
Identify and prioritize early award scopes (Demolition, Earthwork, Underground Utilities, Elevators, MEP).			
Obtain a minimum of 3 competitive bids in each category			

Early Submittals

Checklist Item	Date Completed	Responsible Party	Notes
Identify long lead materials for early submittal and procurement.			
Coordinate early design clarifications with consultants.			

Demolition

Shoring and Safety

Checklist Item	Date Completed	Responsible Party	Notes
Procure steel early to allow for mill rolled orders.			
Verify MEPFS and concrete scopes have been awarded.			
Earthwork, utilities& MEPFs to concrete			



Excavation

Material & Trade Readiness

Checklist Item	Date Completed	Responsible Party	Notes
Confirm award of major scopes: framing, doors/windows, and structural steel.			
Ensure submission and approval of critical submittals (seismic hold downs, door/window assemblies, MEP, steel, fire-rated assemblies).			

Coordination Drawings

Checklist Item	Date Completed	Responsible Party	Notes
Coordinate slab dimension plans including embedded items, openings, sleeve locations, edge conditions, and structural details.			
Collaborate with architect/structural engineer to create slab pour drawings.			

MEP Trenching / Sub Slab Infrastructure

Verification & Inspection

Checklist Item	Date Completed	Responsible Party	Notes
Review and approve coordinated MEP shop drawings.			
Conduct pre-trench walkthroughs and install mockups as needed.			
Inspect trench bedding, slope, and depth before backfill.			

QC Documentation

Checklist Item	Date Completed	Responsible Party	Notes
Maintain photographic logs of installed infrastructure.			
Record inspection approvals and compaction test results.			

Concrete

Pre-Pour Coordination

Checklist Item	Date Completed	Responsible Party	Notes
Review pour plans with structural engineer and trades (MEP, rebar, embed crews).			



Verify embed placement and formwork readiness.			
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Quality Assurance

Checklist Item	Date Completed	Responsible Party	Notes
Confirm concrete mix design approvals and slump tests.			
Conduct pre-pour meetings and verify pre-pour checklists are complete.			
Ensure third-party testing agency presence for cylinders, air, and temperature.			

Structure

Steel & Framing

Checklist Item	Date Completed	Responsible Party	Notes
Confirm all bolted and welded connections conform to design documents.			
Review and approve steel mill certificates and weld inspections.			

QC Inspections

Checklist Item	Date Completed	Responsible Party	Notes
Verify bracing, blocking, and structural tie-ins.			
Conduct framing punchlist walk prior to coverup.			

Mockups

Checklist Item	Date Completed	Responsible Party	Notes
Mockup of exterior cladding system details for approval.			

Envelope

Waterproofing

Checklist Item	Date Completed	Responsible Party	Notes
Confirm sequencing and tie-ins for below grade and above grade waterproofing.			
Inspect all penetrations for sealant and flashing conformance.			

Windows & Doors

Checklist Item	Date Completed	Responsible Party	Notes
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Field test sample window installations for water/air infiltration.			
Document shimming, anchoring, and backer rod/sealant methods.			

Roofing

Checklist Item	Date Completed	Responsible Party	Notes
Verify roofing compliance with NRCA and manufacturer’s guidelines.			
Review roofing manufacturer inspection reports before warranty closeout.			

Finishes

Interior QC

Checklist Item	Date Completed	Responsible Party	Notes
Conduct pre-installation meetings with drywall, paint, millwork, and flooring trades.			
Verify substrate preparation and environmental controls (temperature, humidity).			

Mockups

Checklist Item	Date Completed	Responsible Party	Notes
Approve full finish mockups for color, texture, joint alignments, and transitions.			
Use mockups as standard reference for final punch.			

Final Inspections & Turnover

Commissioning

Checklist Item	Date Completed	Responsible Party	Notes
Confirm startup and testing protocols for all MEP systems.			
Complete all balancing, flushing, and documentation requirements.			

Quality Walks

Checklist Item	Date Completed	Responsible Party	Notes
Perform internal QC walks prior to AHJ inspections.			
Owner Walk – Punchlist			
Log and track deficiency correction in punchlist tool.			



Closeout

Checklist Item	Date Completed	Responsible Party	Notes
Verify all final inspections are passed (CO, Fire Marshall, Health).			
Compile O&M manuals, as-builts, warranties, and training logs.			