

PROJECT / CLIENT

TARGET COMPLETION

JOB ADDRESS

PERMIT NO.

START DATE

WORKING DAYS

☐ Mon–Fri ☐ Mon–Sat Days off: _____

#	PHASE / TASK	TRADE / SUB	TYPICAL DAYS*	PLANNED START	PLANNED FINISH	ACTUAL FINISH	DONE
1	Pre-construction Contract, selections, permit	Office	1–4 wks				☐
2	Order long-lead items See page 2	Office	—				☐
3	Protection & demo Dust walls, tear-out	Demo	1–5				☐
4	Framing changes Walls, openings	Framing	1–8				☐
5	Rough plumbing	Plumbing	1–5				☐
6	Rough electrical	Electrical	1–6				☐
7	Rough HVAC / venting	HVAC	1–5				☐
8	Rough inspection Before walls close	Inspector	1–2 + booking				☐
9	Insulation (+ inspection)	Insulation	1–3				☐
10	Drywall / backer board Cement board in wet areas	Drywall	3–12				☐
11	Waterproofing (baths) Pan, membrane, flood test	Tile	2–3				☐
12	Prime / first coat	Paint	1–2				☐
13	Flooring & tile	Flooring / Tile	2–7				☐
14	Cabinets & vanities	Cabinets	1–6				☐
15	Countertops Template, shop, install	Counters	1 + 1–3 wks shop				☐
16	Backsplash	Tile	1–3				☐
17	Plumbing & electrical trim	Plumbing / Electrical	1–3				☐
18	Appliances & glass	Appliances / Glass	1–2				☐
19	Final paint & touch-up	Paint	1–7				☐
20	Final inspection	Inspector	1 + booking				☐
21	Punch list & clean	General	1–5				☐
22	Final walkthrough Client sign-off	You + client	1				☐
23							☐
24							☐
25							☐

*Typical working-day ranges for planning, not guarantees. Cross out phases your job doesn't have. Keep inspections and shop lead times on the schedule.

LEAD TIMES & INSPECTIONS

ITEM TO ORDER	TYPICAL LEAD TIME*	ORDER BY	NEEDED ON SITE	DELIVERED
Cabinets (custom or semi-custom)	4-12 wks			☐
Windows / exterior doors	4-12 wks			☐
Special-order tile or stone	2-6 wks			☐
Appliances	in stock to several months			☐
Countertops (after template)	1-3 wks			☐
Shower glass (after measure)	1-3 wks			☐
Plumbing & light fixtures	in stock to 6 wks			☐
				☐
				☐
				☐

INSPECTION	REQUESTED	DATE	RESULT
Rough (framing / MEP)			☐ Pass ☐ Correct
Insulation			☐ Pass ☐ Correct
Shower pan / flood test			☐ Pass ☐ Correct
Final			☐ Pass ☐ Correct
			☐ Pass ☐ Correct

WEATHER DAYS, DELAYS AND NOTES

**Get written lead times from suppliers.*