

Daily Planning Checklist

	Monday	Tuesday	Wednesday	Thursday	Friday	
1						Schedule next day's work, equipment & manpower needs
2						Load lists for Job Starts
3						Mini-excavator needed?
4						Job Security
5						Pick up barricades
6						Notify all personnel of next day
7						Look at next 5 days
8						Show Crew Leader job
9						Schedule any new work
10						Customer notified?
11						Underground locate (needed, expired, white lined)
12						Inspection calls
13						Vacation-Field _____ Office _____
15						Work Schedule Hours
16						Plan out entire schedule _____
17						Mileage & Hours for Service

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	Monday	Tuesday	Wednesday	Thursday	Friday	
						1 Schedule next day's work, equipment & manpower needs
						2 Load lists for Job Starts
						3 Pre-Plan Load Lists
						4 Mini-excavator needed?
						5 De-Mob List
						6 Job Security
						7 Pick up barricades
						8 Notify all personnel of next day
						9 Look at next 5 days
						10 Long lead items ordered/rec'd?
						11 Show Crew Leader job
						12 Schedule any new work
						13 Customer notified?
						14 Underground locate (needed, expired, white lined)
						15 Inspection calls
						16 Vacation-Field_____Office_____
						17 Performance Evaluation
						18 Review Estimators' work load
						19 Plan out entire schedule____
						20 Mileage & Hours for Service