

Drywall office weekly checklist

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Fifteen minutes every Friday catches most of the money a drywall company loses in the office. Print it, tape it by the desk, and check each box.

Week of: _____ Done by: _____

Change orders

- ☐ Every extra asked for this week by text, email or on site is written down with job, scope and amount.
- ☐ Each change order has a written OK (signature or email), not just a text that says "go ahead".
- ☐ Approved change orders from earlier weeks are on an invoice or pay app.

Invoices and pay apps

- ☐ Every job finished or drawn this week has an invoice or pay app sent.
- ☐ Past-due invoices have a reminder sent (7, 15 and 30 days late).
- ☐ Pay apps due next week are on the calendar with the GC's cutoff date.

Retainage

- ☐ Retainage held on each job is logged with the amount.
- ☐ Jobs finished more than 30 days ago have a retainage release request sent.

Lien notices and waivers (Texas)

- ☐ Unpaid work is logged by the month it was done.
- ☐ Notice dates are on the calendar: in Texas, generally the 15th day of the 2nd month after the work (residential) or the 3rd month (commercial). Check current law or a lawyer for your job.
- ☐ Every payment received has the matching lien waiver sent, and every payment you made to suppliers or crews has one back.

Insurance and paperwork

- ☐ Certificates of insurance (COIs) requested by GCs this week were sent.
- ☐ No policy or COI expires in the next 30 days without a renewal started.
- ☐ New GCs have a W-9 and signed subcontract on file.

Crews and schedule

- ☐ Next week's schedule has no crew booked on two jobs at once.
- ☐ Each crew lead has next week's addresses and start times (in English or Spanish, whichever they read).
- ☐ Material deliveries for next week are confirmed with the supplier.