

CPA Construction Co., Inc.				

Master Estimating/Development Budget Checklist

Description	Responsible Party	Start Date	Completion Date	Notes
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General Conditions:				
Mobil Offices				
Power Pole & Meter				
Light				
A/C/Heat				
Water				

Insurance:				
Bonds				
Public Liability				
Workers Compensation				
Fire				
Builders Risk				
Vehicle				
Equipment				
Fringe benefits				

Permanent Utilities:				
Heat				
Light				
Power				
Telephone				
Cable Television				
Sewer				
Water				

Supervision:				
Superintendent				
Job Runner				
Foreman				
Transportation Costs				

Description	Responsible Party	Start Date	Completion Date	Notes
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Equipment:				
Machinery Owned or Hired				
Ladders				
Scaffold				
Wheelbarrows				
Hoses, picks, shovels, wrecking bars				
Sawhorses				

Topographical:				
Clearing the site				
Demolitions				
Soil Tests				
Establishing a bench mark				
Grading				
Lot layout				
Batter boards				
Excavations:				
Remove and stockpile topsoil				
Cut, Fill, Grade				
Basement				
Septic Tank				
Soak-away area				
Swimming Pool				
Trenches:				
Sewer, water, electric, telephone, cable				
Backfill and landscaping				
Seeding & Planting				
Sod				
Concrete Formwork:				
Take off concrete and formwork				
Footings				
Reinforcing				
Piers pads				
Walls (Internal and external)				
Floors				
Steps				
Sidewalks and driveways				
Septic Tank				
Concrete test specimens				
Swimming pool				
Driveways:				
Blacktop				
Gravel				
Stone flagging				
Concrete				
Description	Responsible Party	Start Date	Completion Date	Notes
Drainage:				
Straight runs				
Elbows, tees, inspection chambers				
Waterproofing and Damp-proofing:				
Dewatering				

Progress Reports:				
Written				
Photographs				
Underpinning for First-Floor Joists:				
Wood posts				
Wood partitions				
Masonry walls				
Masonry columns				
Steel columns				
Beams:				
I Beam				
Wood, solid				
Laminated Wood-LVL's				
Reinforced Concrete				
Rough Floor Assembly:				
Joists				
Joist hangers				
Headers				
Trail joists				
Bridging-wood or metal				
Subfloor				
Floor deadening				
Building Paper				
Reinforced Concrete				
Walls:				
Plates				
Studs-wood or metal				
Expanding Metal				
Metal Strapping for plumbing				
Concrete block and reinforcing				
Roof Eaves:				
Lookout framing				
Soffit and soffit ventilators				
Fascia board-rough and finished				
Eaves: Troughs and downspouts				
Description	Responsible Party	Start Date	Completion Date	Notes
Roofing Materials:				
Sheeting				
Flashing				
Building paper				
Shingles: Wood or wood shakes				
Concrete Tile				

Asbestos				
Masonry				
Asphalt Tile				
Asphalt roll roofing				
Underlay for roofing				
Corrugated Metal				
Plastic				
Slate				
Garages:				
Framing				
Posts				
Fire Protection:				
Fire Rating-See Local Building Codes				
Sprinklers				
Smoke Detectors				
Chimney:				
Concrete reinforced footing				
Bricks-common, decorative, fireclay				
Flue lining				
Flat concrete arch				
Metal for arch				
Damper				
Cleanout				
Fuel chute				
Ash dump				
Chimney cap				
Flashing Roof to Chimney				
Insulation Chimney to wood				
Hearth				
Description	Responsible Party	Start Date	Completion Date	Notes
Cladding Exterior:				
Sheeting-Plywood, OSB				
Tyvec				
Siding				
Stucco and stucco wire				
Brick, veneer				

Shingles-Red Cedar				
Shingles-White Cedar				
Stone				
Masonry units				
Stairs:				
Wood, metal, concrete				
Stringers				
Undercarriage				
Treads				
Nosing				
Risers				
Wedges				
Newel Posts				
Handrail and brackets				
Concrete forms and ties				
Reinforcing				
Cladding Interior:				
Insulation-Floors, walls, ceilings				
Vapor Barriers-Floors, walls, ceilings				
Lath and plaster				
Drywall and taping				
Decorative Finish				
Expanding Metal				
Corner Beads				
Outside Trim:				
Gable ends				
Eaves				
Fascia and Soffit				
Outside trim				
Drip Cap				
Drip Cap flashing				
Ventilators				
Window Units:				
Wood, metal storm screens				
Basement, main floor, dormer				
Flashing to all openings				
Headers-Wood, metal, concrete				
Description	Responsible Party	Start Date	Completion Date	Notes
Doors:				
Frames-Inside and outside				
Doors:				
Front, back, storm, screen				
Room				
Closet				

Range hood & fan				
Planter boxes				
Mirrors				
Ceiling Fans				
Ceiling decorative light fixtures				
Shower doors				
Vacuum cleaning outlets				
Cable television & television outlets				
Subcontract Trades:				
Excavator				
Concrete				
Plumber				
Chimney & Fireplace				
Plaster & Drywall				
Electrician				
Heating engineer				
Hardwood floor installer & finishes				
Linoleum, tile and carpet layer				
Sidewalk and cement finishers				
Tinsmith				
Air Conditioning				
Telephone				
Painter interior decorator				
Landscaping				
Swimming pool				
Fencing-Wood, metal, decorative, brick, stone				
Final cleanup-Windows, doors, floors				
Polish				
Cleanup of grounds				
Blacktop, gravel, concrete				
Overheads:				
Apply % of general office overhead to each job				
Individual Job Overheads				
Builders Loan Charges:				
Bank, real estate, insurance, recording				
Accrued loan interest				
Taxes				
Marketing				
Warranty Issues				
Description	Responsible	Start	Completion	Notes
	Party	Date	Date	
Professional Fees:				
Architectural				
Engineering				
Attorney				
Accounting				
Construction Management				

Profit:				