

Weekly Project Management Task List & Accounting Checklist

Before using this checklist, ensure you've already completed the "Renovation Plan Checklist"

Use this task list to keep track of your weekly "to-do's". This list will ensure you're doing your due diligence. Visit your property frequently and ensure tasks are being completed on schedule and on budget.

RENOVATION MANAGEMENT	NOTES
Take "Before & After" pictures to document the process and note the updates – for your records	
Daily Jobsite Visits	
Ensure jobsite cleanliness, Health and Safety	
Review Scope of Work of with Foreman to ensure work is being completed according to Specs	
Inspect Work for Quality	
Review weekly schedule and note any delays/changes or cost increases	
Schedule Property Inspections with local Building Department (or arrange for Foreman to schedule these visits) – Ensure you're present	
Procure Materials and Schedule Material Deliveries (or delegate to Foreman)	
Send Progress Reports and Photos to Partners and Lenders – If applicable	
Save paper copies of all Vendor Warranties, & Material Warranties & all other paperwork, scan and file electronically	
Take pictures of work to track progress (and to provide proof if there's questions)	
ACCOUNTING	
Input Weekly Labor & Material Receipts/Invoices into your cost accounting spreadsheet	
Pay Contractors according to Agreement/Payment Schedule	
Document any changes to schedule or costs and Update Project Budget	
Send updates to Business Partners	
Pay Credit Card, Utility, & Insurance Bills (monthly/quarterly)	

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NOTE: Providing coffee and donuts to the workers once a week is a nice gesture and builds rapport. Consider small rewards for getting work done early or praise the team if they go above and beyond what is expected.

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