



WORKSITE PREP & JOB READY - CHECKLIST

Start filling out this checklist once the home has been approved for rebuild/repair work. Volunteers may be needed to ready the worksite if the homeowner cannot do it.

Allow at least 2 weeks, preferably more time, to complete necessary preparation or tasks.

DETERMINE IF THE WORKSITE IS READY

- Free of yard hazards** (no pet waste, no broken glass, no trash, sharp objects, old tires, dangerous trees or snags, etc.)
- Accessible work areas for volunteers/ contractors** (any blocked entrances, clutter in yard or on porches, cleared roof lines, ample room for ladders, cleared walkways, clear doorways, window access, room to work inside the house, etc.)
- If necessary, the owner shared a pet control plan during construction work**
- Has a designated materials staging area and/or drop-off zone and communicated** (if the driveway is requested, communicate vehicle move to homeowner)
- Allowed to have a port-o-let and rental is scheduled**– designate an area for the item
- Allowed to have a dumpster and rental is scheduled** – designate an area for the item
- Ready with specific orders** for materials, supplies, or a pick-up from the MVLTRG warehouse. (If special orders are needed, complete order & stage items at warehouse.)

Designated Construction Representative:

Date signed-off:

WORKSITE NEEDS IF IT IS NOT READY (MARK ALL THAT APPLY)

- Clearing yard hazards:**
Pet waste – Broken Glass – Trash – Sharp objects – Old Tires – Encroaching Tree limbs/ Greenery – Other, please specify:
- Creating clear access to:**
Entrances – Porches – Ladder Zones – Walkways/ Hallways – Doorways – Windows – Driveways – Roof Lines – Other, please specify:
- If necessary, the owner needs a pet control plan during construction work**
- Needs a materials staging area/ drop-off zone planned and communicated to homeowner** (if the driveway is needed, communicate vehicle relocation to homeowner)
- Does not allow port-o-let on site, needs a plan B for restrooms**
- Does not allow dumpers on site, scheduling a truck is needed**
- Needs specific materials or supplies ordered before work can start** (i.e. windows)
Specify order needs:
- Needs specific materials or supplies picked up from the warehouse or ordered/ picked up from a hardware store before work can start** (i.e. shingles, paint)
Specify materials needing ordered:

Designated Construction Representative:

Date signed-off: