

# Foreman Labor Checklist - Worksheet for Changes

This checklist identifies time categories needed by a foreman to orchestrate a change from start to finish.

PROJECT NAME   
 CLIENT COMPANY

PROJECT #   
 CHANGE REF. #

FOREMAN'S ROLE AND RESPONSIBILITY IN ORCHESTRATING A CHANGE			HOURS
<b>SECTION A: PLANNING AND APPROVAL PHASE</b>			
1	Time to Get Written Authorlzation to Proceed		Select
2	Time to Review and Understand Change		Select
3	Time to Procure Necessary or Lacking Information		Select
4	Time to Procure Material-Tools-Equipment		Select
5	Time to Coordinate with Others		Select
6	Time to Schedule the Work		Select
<b>SECTION B: CONSTRUCTION PHASE</b>			
1	Time to Receive-Ordered Material-Tools-Equipment		Select
2	Time to Assist in Layout		Select
3	Time to Procure Labor Multiple Times/Multiple Trades		Select
4	Time to Oversee Labor		Select
5	Time to Resolve Conflicts		Select
6	Time to Schedule Daily Cleanup		Select
7	Time to Attend Inspections-Address Inspection Results		Select
<b>SECTION C: ACCOUNTING PHASE</b>			
1	Time to Manage Time Cards		Select
2	Time to Manage Job Cost		Select
3	Time to Manage EWA Tickets-Daily		Select
<b>SECTION D: CLOSE-OUT PHASE</b>			
1	Time to Return or Schedule for Pickup Tools-Equipment		Select
2	Time to Get EWA Tickets Signed-Verified		Select
3	Time to Return Documentation to Manager		Select
4	Time to Meet with Client in the Event of Dispute		Select

**TOTAL HOURS**                     0