



Lunacon Checklist



REVEALED :

**A CONTRACTORS SECRET TO LEADING A
SUCCESSFUL CONSTRUCTION PROJECT**

Here are two checklists that could potentially save you tons of communication problems and money down the road for your next construction project.

When the people involved can walk away from a kickoff meeting with a positive outlook for the project, you will have a higher outcome of success.

That is the reason why breaking the ice and connecting with every person involved is so important and I'm talking from high-level decision-makers to trade partners and laborers.

Add a *human touch*. Use creative ways to get to know each other and create lasting relationships. The best way to start is by having everyone wear name tags at EVERY meeting. What brings people together more than anything in the world? Food! Provide snacks, coffee, anything tasty.

Use this list TODAY and take control of the best outcome for your project!

First Kickoff Meeting:

- Decision-makers kickoff meeting
 - Parties Involved:
 - Owner(s)
 - Architect(s)
 - Project Manager(s)
 - General Contractor(s)
 - High-tiered Trade Partner(s)
 - Major Supplier(s)
 - Person taking Meeting Minutes
 - Ice Breaker Activity
 - Meeting:
 - Decide communication tool:
 - Email
 - Whatsapp
 - Facebook group
 - Slack Group
 - Other
 - Discuss every person's Major Role throughout the project
 - Discuss Project Schedule
 - Discuss Payment
 - Create a contact sheet for the "Contractors & Trade Partner Kickoff Meeting"
 - Discuss any potential risk factors (let's be real, there is always something)
 - Discuss possible solutions to risk factors

Discuss when to meet next as a group (depends how long project is, you should meet a couple of times like this)

Set date:

In-person

Zoom

Google hangout

Other

Closing Remarks

Second Kickoff Meeting:

- Contractor and Trade Partners Kickoff meeting
 - Parties Involved:
 - General Contractor(s)
 - Trade Partner(s) (subcontractors)
 - Major Supplier(s)
 - Major Trade Partner(s)
 - Person taking Meeting Minutes
 - Ice Breaker Activity
 - Meeting:
 - Distribute Contact List
 - Discuss every person's **major role** throughout the project
 - Provide Checklist and Necessary Paperwork *ahead* of time
 - Major topics to discuss:
 - Project Plans:
 - Drawings and Specs
 - Schedule
 - Permits
 - Proposed Start and finish dates for each trade
 - Milestones for life of the project
 - Have everyone sign off on the understanding of Scope of Work
 - Ongoing Concerns:

- Set weekly meeting schedule
 - Options to how to communicate:
 - In-person
 - Zoom
 - Google Hangout
 - Other
 - Payment schedules
 - Processes for change orders
 - Submittal and approvals process
 - Collective lien waivers for progress payments
 - Retainage withheld from progress payments
 - How and when Materials deliveries should take place
 - Safety protocols & procedures
 - Set Weekly meetings
- Closeout
 - Release of Retainage
 - Final lien waiver procedures
 - Punch list procedures
 - Cleanup Requirements
- Closing Remarks

Build your next construction project with Lunacon



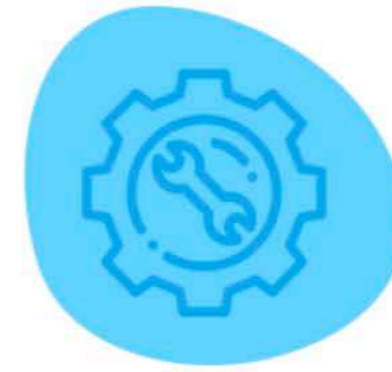
1. Discover

Schedule a capability meeting. We want to get to know you and for you to get to know us. The goal will be to make sure our values and cultures are aligned.



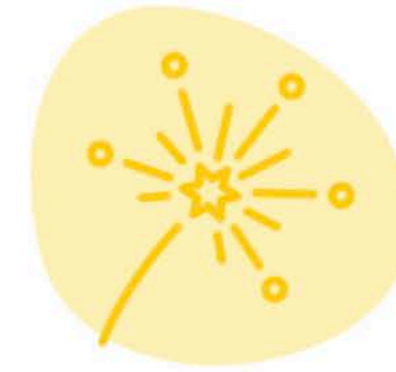
2. Plan

Create a clear plan to meet your objectives. We want to plan with the purpose to understand your vision and set expectations. Let's assess the risks and create a clear plan of action.



3. Execute

Transparent communication is key to finishing on time and on budget, which is why we've successfully completed over 200 projects. We want you to have clarity throughout the entire construction process.



4. Celebration

You've built something to make others feel proud of. Celebrate quality and safety! We strive to exceed your expectations and create a long-lasting partnership.