**Project Checklist & Installation Day Reminders**

Project Name: Installation Date:

|  |  |  |  |
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| **Project Planning Checklist** | | | |
| **Task** | **Date due** | **Responsible Party** | **Notes** |
| Have host sign “Maintenance Agreement”\* |  |  | \*before any other steps are taken |
| Recruit volunteers/work crew |  |  |  |
| Perform perc/infiltration test (if needed ) |  |  |  |
| Collect and submit soil for soil test (if needed) |  |  |  |
| Complete “Planning & Design” Packet |  |  |  |
| Calculate drainage area |  |  |  |
| Create Final Plan |  |  |  |
| Create Planting Plan (if needed) |  |  |  |
| Calculate project cost (if needed) |  |  |  |
| Mark project boundaries |  |  |  |
| Call Dig Safe (at least 72 work hours in advance) |  |  |  |
| Create plan for excavated materials |  |  |  |
| Order/purchase bulk materials |  |  |  |
| Order/purchase plants |  |  |  |
| Order/purchase other materials:  -  - |  |  |  |
| Verify work crew |  |  |  |
| Plan for providing food/beverages |  |  |  |
| Confirm with host |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

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| **Installation Day Reminders** | | |
| **Task** | **Responsible Party** | **Note** |
| Bring/order food/beverages |  |  |
| Bring tarps and tools |  |  |
| Bring host gifts |  |  |
| Hand out “Final Plan” sheet to work crew |  |  |
| Assign tasks (if applicable) |  |  |
| Remind everyone to work safely |  |  |
| Verify that all materials are on hand |  |  |
| Stop before each step to explain |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |