

Job completion checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Job completion At the end of every job, before leaving site

TASK	NOTES	INITIALS
Test and commission		
☐ Test the work as your trade's standards require, and record the results		
☐ Run the system or appliance through a full cycle and check for leaks, faults or noise		
☐ Check the work matches the quote or job sheet, and note any changes		
Make safe		
☐ Restore power, water or gas, and check nothing has been left isolated		
☐ Refit covers, panels and access hatches		
☐ Remove barriers, signs and temporary supports once the area is safe		
Clean up		
☐ Clear offcuts, packaging and old parts from the work area		
☐ Vacuum or sweep the area and wipe surfaces you worked on		
☐ Dispose of waste the way your local rules require		
Customer walkthrough		
☐ Show the customer what was done and how to use it		
☐ Explain any warranty, maintenance and what to do if there's a problem		
☐ Ask the customer to confirm they're happy, and note anything raised		
Records and handover		
☐ Complete any compliance or test certificate your trade requires		
☐ Take before and after photos for the job file		
☐ Record parts and materials used, and time on site		
☐ Send the job sheet to the office for invoicing Note any follow-up work or a quote the customer asked for.		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____