

# Construction Quote Accuracy Checklist

## Pre-Approval Validation Tool for Residential & Commercial Construction Projects

*An Arrivy Resource for Construction Contractors*

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**Company Name:**

**Project Name / Client Account:**

**Project Address:**

**Project Type:** (Renovation / New Build / Fit-Out / Repair / Commercial Build)

**Estimated Project Duration:**

**Quote Version:**

**Estimator Name:**

**Date:**

Use this checklist before approving any construction quote for execution.

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### 1. Site Validation & Project Scope

- Site dimensions measured and verified on location
- Existing structural conditions reviewed
- Access points for crews/equipment/material delivery confirmed
- Surface conditions and preparation requirements assessed
- Utility connections and visible routing constraints reviewed (electrical, plumbing, HVAC)
- Permit and code compliance considerations reviewed
- Potential hidden work risks documented (demolition depth, rerouting, reinforcement)

## 2. Scope Definition & Line-Item Clarity

- Scope of work clearly defined and documented
- All major work phases itemized (demolition, construction, finishing)
- Trade-specific tasks separated (carpentry, electrical, plumbing, etc.)
- Subcontractor scope identified and included
- Exclusions and client-provided items are clearly listed
- Optional work or upgrades documented separately

## 3. Material Cost Validation

- Current supplier pricing verified
- Material quantities calculated from verified measurements
- Waste allowance and breakage factors included
- Delivery, logistics, and storage costs considered
- Long-lead or price-volatile materials identified
- Alternative material options evaluated (if required)

## 4. Labor Planning & Crew Effort

- The project phase defines crew size and roles
- Estimated labor hours calculated per task
- Task sequencing and trade coordination were reviewed
- Productivity assumptions aligned with site access and work sequencing
- Over time, risk or schedule compression scenarios are considered
- Specialized labor requirements identified  
(licensed trades, structural, technical work)

## 5. Equipment, Overhead & Risk Margin

- Equipment usage or rental needs defined
- Tool wear, fuel, and site logistics costs included
- Administrative overhead included

- Margin adjusted based on project complexity/uncertainty

## 6. Schedule & Resource Alignment

- Proposed start date validated against the current workload
- Crew availability reviewed for project duration
- Subcontractor scheduling dependencies reviewed
- Material lead times reviewed against project sequence
- Potential schedule conflicts or overlaps identified

## 7. Change Order & Variation Planning

- A clear process is defined for additional work requests
- Pricing method for variations documented
- Timeline adjustment rules for scope changes are defined
- Client approval requirements for change orders established
- Contingency considerations reviewed for uncertain scope areas

## 8. Financial & Contract Documentation Review

- All line-item costs reviewed and validated
- Payment schedule and milestones defined
- Quote validity period specified
- Taxes, permits, and compliance costs included
- Contract terms, conditions, and exclusions attached
- Supporting documents and drawings included

## Final Validation Before Approval

- Scope matches site conditions and client requirements
- Labor hours align with available crew capacity
- Key material lead times reviewed
- All assumptions and exclusions are documented clearly
- Internal review completed before client submission

## Approval Sign-Off

Estimator Name:

Signature / Date:

Operations Review (if required):

Signature / Date:

Approved for Scheduling:

Signature / Date:

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## About Arrivy

Arrivy helps construction contractors convert validated quotes into scheduled jobs without manual reconstruction.

This checklist can be used as a printable pre-approval audit tool or implemented digitally within Arrivy to:

- Convert checklist checkpoints into structured digital quote fields
- Attach site photos/measurements/supporting documents to the quote
- Lock the approved scope before scheduling begins
- Convert approved quotes into dispatch-ready jobs with aligned scope
- Maintain a complete revision and approval history for each project

**For workflow customization, visit [arrivy.com](https://arrivy.com) to explore structured quoting and scheduling tools.**