Renewable Project Startup Checklist

This checklist provides a systematic framework for Engineering, Procurement, and Construction (EPC) and Mechanical, Electrical, and Plumbing (MEP) teams to pre-plan major renewable energy projects. Following these steps ensures a structured and thorough startup process, setting the foundation for successful project execution.

Project Foundation and Compliance

Project Handoff Steps

This section ensures a seamless transition of information from the estimating and business development teams to the project management and execution teams.

- **Conduct Formal Handoff Meeting:** Schedule and execute a mandatory meeting with representatives from estimating, project management, and field leadership to transfer all project information.
- **Review Detailed Project Scope:** Verify that the project manager has received and understands the complete scope, project objectives, and all client deliverables.
- **Confirm Bidding Assumptions:** Document and review all assumptions made during the bidding phase regarding site conditions, labor productivity, and material availability.
- **Validate Subcontractor Agreements:** Ensure all subcontractor agreements and their defined scopes of work have been reviewed and align with the master contract.
- **Transfer All Project Documents:** Confirm the project management team has possession of all bid documents, estimates, specifications, drawings, and correspondence.

Permit and Safety Checklist

This section addresses the regulatory and safety requirements necessary before any site work commences.

- **Verify Regulatory Compliance:** Confirm that the project plan adheres to all applicable local, state, and federal regulations, including environmental and zoning laws.
- **Confirm Permit Status:** Ensure all required construction permits (building, electrical, grading, etc.) have been obtained from the Authority Having Jurisdiction (AHJ) and are posted at the job site as required.
- **Develop Site-Specific Safety Plan:** Create and distribute a comprehensive safety plan tailored to the project's unique hazards, including emergency response protocols and contact information.
- **Conduct Pre-Construction Safety Meeting:** Hold a mandatory safety orientation for all project stakeholders, including employees and subcontractors, before mobilization.
- **Document OSHA Compliance:** Verify that all team members have completed the required OSHA training (e.g., OSHA 10/30) and that training records are documented and accessible.

Execution and Quality Management

Budgeting and Material Order Milestones

This section focuses on financial setup and procurement planning to maintain budget control and prevent delays.

- **Finalize Project Budget:** Review the final budget, confirm contingency allocations, and load it into the project management accounting system. Does your SOV align with your subcontractors SOV so you are not cash flow negative during phases of the project?
- **Develop Detailed Procurement Schedule:** Create a procurement schedule based on the Cost Loaded Schedule to align material and equipment orders with project milestones.
- **Confirm Material Lead Times:** Contact key suppliers to verify lead times for long-lead items (e.g., inverters, modules, switchgear) and adjust the schedule accordingly.
- **Secure Pricing Agreements:** Lock in material and equipment pricing with vendors through signed purchase orders or supply agreements to mitigate cost escalation risks.
- **Establish Purchase Order System:** Implement a system for tracking all purchase orders from issuance through approval, delivery, and payment.

Subcontractor Communication Flow

This section establishes the framework for effective coordination and management of all subcontractors on the project.

- **Establish Communication Protocols:** Define and distribute a clear communication plan that outlines points of contact, meeting schedules, and reporting requirements for all subcontractors.
- **Schedule Coordination Meetings:** Set a recurring schedule for regular coordination meetings (e.g., weekly) to review progress, resolve conflicts between trades, and plan upcoming activities.
- **Distribute Project Schedules:** Provide all subcontractors with the master project schedule and any subsequent updates to ensure alignment on milestones and deadlines.
- **Implement Performance Tracking:** Establish a system for monitoring subcontractor performance against their contractual obligations, including schedule adherence and quality of work.
- **Review Safety Plan Adherence:** Confirm that every subcontractor has received, understands, and agrees to comply with the site-specific safety plan as a condition of their contract.

Quality Control Plan

A robust quality control plan is essential for preventing rework and ensuring project deliverables meet specified standards.

Implement the Three-Phase Quality Control System on every project:

Preparatory Phase

Before work begins, review plans, specifications, and installation procedures with the project team and relevant subcontractors. Verify that required materials, equipment, and personnel qualifications are in place and compliant. Address any potential quality issues proactively.

Initial Phase

Inspect and document the first completed section of each major work activity. Confirm that the installation meets project standards and specifications. Use this phase to clarify expectations, provide immediate feedback, and make any necessary adjustments before full-scale production begins.

Follow-Up Phase

Conduct regular inspections as construction progresses to ensure continued compliance. Track all deficiencies and corrective actions. Document inspections thoroughly and use findings to drive continuous improvement.

> By following the Three-Phase Quality Control System, you establish workflow discipline, minimize errors, and protect both your schedule and profit margins.