

Contractor Job Checklist Template (Free Download)

Free contractor job checklist template for HVAC, roofing, plumbing, landscaping, and electrical. Pre-job, on-site, and wrap-up checklists included.

What is a contractor job checklist template?

A contractor job checklist template is a simple list of steps your crew follows on every job: pre-job checks, on-site tasks, photos to capture, and what happens at wrap-up. Instead of relying on memory or sticky notes, you standardize the workflow and make it easy to train new techs.

- Fewer missed steps (no "forgot to take before photos" moments)
- Easier hand-offs between office, estimator, and field crews
- Built-in moments for photos, change orders, and invoice reminders

The template below is trade-agnostic. In the next section we add HVAC, roofing, plumbing, landscaping, and electrical notes so you can turn it into your own standard operating procedure.

Copy/paste contractor job checklist template

Use this contractor job checklist template as a Google Doc, printed form on a clipboard, or digital checklist inside BuildFolio's Job Hub. The key is that every crew follows the same steps, every time.

Job checklist sections by trade

Add these trade-specific notes to your contractor job checklist template.

How to use this job checklist inside BuildFolio Job Hub

Free vs Pro: where the job checklist fits

Contractor job checklist FAQs

Turn your contractor job checklist into a simple system.

Start free with Job Hub, photos, and financing buttons. Upgrade to Pro when you're ready for SMS automation, AI quotes, and invoice reminders.

Stop Guessing Your Margins

Quote Smarter. Close Faster. Keep More.

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