

Construction Estimating Checklist

Direct Overhead Costs (Project Overhead)

Personnel

- Superintendent
- Project manager (if for that project only)
- Field engineer (if for that project only)
- Cost engineer (if for that project only)
- Scheduler
- Warehouse personnel (if for that project only)
- Watchman/guard dogs
- Tool room keeper (if for that project only)
- Tool room keeper (if for that project only)
- Timekeeper (if for that project only)
- Foreman (if for that project only)
- Site safety manager

Bonds

- Surety
 - Bid
 - Payment
 - Performance

Miscellaneous

- Vehicles
- Permits
- Licenses
- Tools and equipment
- Photographs
- Surveying
- Testing
- Job signs
- Pumping
- Dust control
- Scaffolding
- Lifting/hoisting
- Cleanup (periodic)
- Final cleanup
- Damage/repair to adjoining buildings and/or public ways

Temporary Facilities

- Field office expense
 - Set-up and removal
 - Light
 - Water
 - Telephone/internet
 - Supplies
 - Equipment
 - Fax machine
 - Copy machine
 - Blueprint machine
 - Coffee machine
 - Computers/software
- Temporary light and power
- Temporary heat
- Temporary water
- Cell phones/radios
- Toilet facilities
- Enclosures
- Storage trailers
- Fencing
- Barricades and signals
- Construction road
- Project sign

Indirect Costs (Main Office Overhead)

Salaries

- President
- Executives
- Secretaries/reception
- Estimators/schedulers
- Project managers
- Construction manager
- Cost engineers
- Purchasing agent
- Cost/bookkeeping
- Engineers
- Other office personnel
- Yard personnel
 - Tool manager
 - Mechanics/maintenance
 - Drivers
 - Equipment operators

Office

- Rent/cost of ownership
- Electricity
- Gas
- Water
- Sewer
- Telephone
- Internet
- Postage
- Office equipment
- Furniture/furnishings
- Office supplies
- Advertising
- Literature
- Club/association dues

Professional Services

- Legal
- Accounting
- Architectural
- Engineering

Vehicles

- Cars/trucks
- Cost of operation
- Mileage expenses

Insurance

- Fire
- Property damage
- Vehicles
- Public liability
- Windstorm
- Workers' compensation
- Unemployment
- Social security
- Flood
- Theft
- Elevator