

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