



LEAN JOBSITE CHECKLIST

This checklist isn't about adding more to your day—it's about helping the day run smoother. Crews lose time not because they're unskilled, but because systems are unclear, materials aren't staged, roles are assumed, or quality issues get caught too late. That all adds up to stress, rework, delays, and lost margin. The Lean Jobsite Checklist helps the team start with clarity and finish with fewer headaches.

Every section of this checklist ties back to core Lean tools that have been adapted for the field: organizing the work zone (5S), improving handoffs (Continuous Flow), simplifying prep (Setup Reduction), and addressing problems before they become rework (Quality at the Source). When used consistently, these tools help reduce friction, support leadership in the field, and make daily work more efficient and repeatable.

Walk through the checklist together every Friday. Talk about what worked, what didn't, and what one thing you'll adjust for the week ahead. These aren't big changes—they're steady improvements that help your crew gain momentum and your jobs stay on track.

Tips for Use:

- Rotate crew leads into checklist roles (Flow, 5S, Setup, Quality)
- Keep the checklist posted or laminated on-site
- Use it as a daily huddle reference or Friday review tool
- Start small—focus on one section per day if needed

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✓ Lean Jobsite Setup Checklist

Use daily to reduce friction and protect margin.

🔧 5S in the Field (Sort, Set, Shine, Standardize, Sustain)

- ☐ Sort – Remove any materials, tools, or clutter not needed today
- ☐ Set in Order – Stage everything at point-of-use before work starts
- ☐ Shine – Clean as you go (tools, cords, surfaces, walk paths)
- ☐ Standardize – Use consistent layout, labeling, and tool zones
- ☐ Sustain – Wrap the day with a quick 5S reset and crew check-in

🔄 Continuous Flow

- ☐ Check for bottlenecks or waiting—what's slowing things down?
- ☐ Balance workload—avoid gaps in handoffs between tasks or trades
- ☐ Break work into smaller, ongoing steps (no batching)
- ☐ Keep tools/equipment maintained and ready
- ☐ Discuss with the crew: How can we make this job flow smoother?

⚙️ Setup Reduction

- ☐ List all setup tasks required for the day's work
- ☐ Do prep tasks before starting tools (where possible)
- ☐ Keep internal setup fast—minimize downtime during handoffs
- ☐ Document efficient setup sequences for repeat work
- ☐ Train crews to recognize and reduce unnecessary steps

🛒 Quality at the Source

- ☐ If something's off—stop and fix it before moving forward
- ☐ Use job-specific templates, guides, and visuals to prevent mistakes
- ☐ Build in inspections during tasks, not just at the end
- ☐ Discuss recurring issues in the moment, not days later
- ☐ Remind the crew: everyone owns quality, not just the lead

📅 17 Weekly Job Review – Every Friday

Use this checklist to lead a 15-minute site walk before the weekend

- What slowed us down this week?
- Where did we gain efficiency or save time?
- Did we hit or miss any quality targets or handoffs?
- Where did rework happen—and why?
- Which Lean system (5S, Flow, Setup, Quality) needs the most attention next week?
- What's one small change we'll try on Monday?