

Daily Operations Checklist Starter

A simple opening/closing checklist framework you can adapt to your own business.

Opening

- ☐ Space/equipment/vehicle checked and ready
- ☐ Schedule or route reviewed for the day
- ☐ Supplies and tools confirmed
- ☐ Any overnight messages or handoffs reviewed

During The Day

- ☐ Progress updates logged at agreed intervals
- ☐ Issues or delays documented as they happen, not at the end of the day
- ☐ Anything needing escalation flagged immediately, not saved for later

Closing

- ☐ All work completed or explicitly flagged as incomplete, with a reason
- ☐ Equipment/space/vehicle returned to proper condition
- ☐ Documentation, notes, or reports completed
- ☐ Next-day handoff notes written if needed