

SELF-BUILD · BUILD WITH CONFIDENCE

The Construction Programme

A practical worksheet to help you plan, track and record progress against your build programme, from pre-start to handover.

Use this alongside your contractor to record planned and actual dates for each stage of the build, log inspections as they happen, and track the client selections and documents needed to reach a smooth handover.

**PROJECT**

CLIENT

SITE ADDRESS

CONTRACTOR

CONTRACT ADMINISTRATOR

CONTRACT START DATE

TARGET COMPLETION DATE

CONTRACT PERIOD (WEEKS)

01

Confirm pre-start items before work begins.

Complete this alongside your contractor. Record planned and actual dates as you go, and use the reviewed and complete columns to track what has been confirmed and what is still outstanding.

PRE-START

REVIEWED	ACTIVITY	PLANNED	ACTUAL	COMPLETE
☐	Building Regulations Approval in place	_____	_____	☐
☐	Planning conditions discharged (where applicable)	_____	_____	☐
☐	Party Wall matters completed (if required)	_____	_____	☐
☐	Building insurance arranged	_____	_____	☐
☐	Site set up and welfare facilities	_____	_____	☐
☐	Temporary services connected	_____	_____	☐
☐	Health & Safety documentation completed	_____	_____	☐

02

Construction programme.

CONSTRUCTION ACTIVITY SCHEDULE

✓	CONSTRUCTION ACTIVITY	PLANNED START	PLANNED FINISH	ACTUAL FINISH	COMPLETE
☐	Site clearance	_____	_____	_____	☐
☐	Site setting out	_____	_____	_____	☐
☐	Excavations	_____	_____	_____	☐
☐	Foundations	_____	_____	_____	☐
☐	Underground drainage	_____	_____	_____	☐
☐	Ground floor construction	_____	_____	_____	☐
☐	External walls	_____	_____	_____	☐
☐	Structural steelwork	_____	_____	_____	☐
☐	Upper floor construction	_____	_____	_____	☐
☐	Roof structure	_____	_____	_____	☐
☐	Roof covering	_____	_____	_____	☐
☐	Windows and external doors	_____	_____	_____	☐
☐	Building weatherproof	_____	_____	_____	☐
☐	First fix plumbing	_____	_____	_____	☐
☐	First fix electrical	_____	_____	_____	☐
☐	Heating installation	_____	_____	_____	☐
☐	Ventilation installation	_____	_____	_____	☐
☐	Internal studwork	_____	_____	_____	☐
☐	Insulation installation	_____	_____	_____	☐

02

Construction programme (continued).

CONSTRUCTION ACTIVITY SCHEDULE (CONTINUED)

✓	CONSTRUCTION ACTIVITY	PLANNED START	PLANNED FINISH	ACTUAL FINISH	COMPLETE
☐	Plasterboarding	_____	_____	_____	☐
☐	Plastering	_____	_____	_____	☐
☐	Second fix carpentry	_____	_____	_____	☐
☐	Second fix plumbing	_____	_____	_____	☐
☐	Second fix electrical	_____	_____	_____	☐
☐	Kitchen installation	_____	_____	_____	☐
☐	Bathroom installation	_____	_____	_____	☐
☐	Internal decoration	_____	_____	_____	☐
☐	Floor finishes	_____	_____	_____	☐
☐	External works	_____	_____	_____	☐
☐	Landscaping	_____	_____	_____	☐
☐	Final cleaning	_____	_____	_____	☐
☐	Snagging	_____	_____	_____	☐
☐	Practical Completion	_____	_____	_____	☐

03

Inspections and approvals.

INSPECTIONS & APPROVALS

✓	INSPECTION	DATE	PASSED
☐	Foundation inspection	_____	☐
☐	Drainage inspection	_____	☐
☐	Oversite/DPM inspection	_____	☐
☐	Structural inspection	_____	☐
☐	Insulation inspection	_____	☐
☐	Pre-plaster inspection	_____	☐
☐	Final Building Control inspection	_____	☐
☐	Completion Certificate received	_____	☐

04

Client selections required.

CLIENT SELECTIONS REQUIRED

✓	ITEM	REQUIRED BY	SELECTED
☐	Brick type	_____	☐
☐	Roof tiles	_____	☐
☐	Windows	_____	☐
☐	External doors	_____	☐
☐	Kitchen	_____	☐
☐	Sanitaryware	_____	☐
☐	Wall tiles	_____	☐
☐	Floor finishes	_____	☐
☐	Internal doors	_____	☐
☐	Ironmongery	_____	☐
☐	Decoration colours	_____	☐
☐	Light fittings	_____	☐

05

Handover documentation.

HANDOVER DOCUMENTATION

✓	DOCUMENT	RECEIVED
☐	Building Regulations Completion Certificate	☐
☐	Electrical Installation Certificate	☐
☐	Gas Safe/Heating Certificate	☐
☐	Heat pump commissioning certificate (if applicable)	☐
☐	Ventilation commissioning certificate	☐
☐	Air pressure test certificate (where required)	☐
☐	SAP/Energy Performance Certificate	☐
☐	Manufacturer warranties	☐
☐	Operating and maintenance manuals	☐
☐	Keys handed over	☐

06

Progress meetings and notes.

PROGRESS MEETINGS

MEETING	DATE	ACTIONS COMPLETED
1		
2		
3		
4		
5		
6		

PROGRAMME NOTES

07

Project sign-off.

PROJECT SIGN-OFF

- ☐ All works completed.
- ☐ All snagging items rectified.
- ☐ Final inspection completed.
- ☐ Practical Completion achieved.
- ☐ Final account agreed.

CLIENT

DATE

CONTRACTOR

DATE

CONTRACT ADMINISTRATOR

Houseplansdirect recommendation

Keep this programme updated at every progress meeting, comparing planned against actual dates as you go. Spotting slippage early gives you and your contractor time to adjust, rather than discovering delays at the next milestone.

HOUSEPLANSDIRECT

Keep Building With Confidence

This is one of a growing library of free self-build resources from Houseplansdirect. Explore the full collection to support every stage of your project.

www.houseplansdirect.co.uk