

50+ Checklist Samples, Format & Examples 2022

Do you want to come up with a proper daily routine? And are you concerned about your productivity per day? Start writing every necessary task to accomplish in an easy-to-use and custom checklist. With [checklist templates](#), you have a detailed tool to remember, monitor, and complete your to-do tasks without having to memorize and lose track of your responsibilities. Thus, living a busy life won't have to drain you out.

To create checklists of your very own, follow the following steps:

- Browse through our checklist design examples.
- Customize Online or Download in your preferred File format and Print As Required

Any task imaginable will surely be done one by one with detailed and well-organized checklists. But one example of a checklist doesn't always work for every purpose. For example, you can use a unique checklist for chores at home, a different checklist for work-related tasks, and another checklist for grocery shopping. And if you wish to identify other helpful applications of [sample checklists](#), here are 50 examples to ponder on:

1. Audit Checklist Sample

Any organization can enjoy the perks of having a fresh start. But without scrutinizing its operations, things might go downhill eventually. And strategically planned [audit checklist](#) samples can help in the monitoring process.

Hallway Enterprises
Info@hallwayenterprises.com, 222 555 7777

Safety Audit Checklist

Date: April 15, 2022
Prepared By: Tom McKee

Prepared For: Diana Howard
Email: diana@gmail.com

DESCRIPTION	YES	NO
Wearing of safety gear in the worksite is regularly checked	<input type="checkbox"/>	<input type="checkbox"/>
Complete and proper safety gear is provided	<input type="checkbox"/>	<input type="checkbox"/>
All employees are provided regular and sufficient safety training	<input type="checkbox"/>	<input type="checkbox"/>
Worksites are regularly checked	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and materials are regularly inspected and maintained	<input type="checkbox"/>	<input type="checkbox"/>

Notes

1. Write comments and observations in a separate report.

2. Behavior Checklist Example

One of the challenging subjects to evaluate is human behavior. But curated and well-defined behavior checklist samples can do the trick.

	Dysreg	DysregG	DysregC
I exercise to stay healthy ^a	-.23**	-.28**	-.21**
I eat a balanced diet ^b	-.23**	-.23**	-.21**
I take vitamins ^a	-.14**	-.13**	-.13**
I see a dentist for regular checkups ^a	-.24**	-.21**	-.23**
I watch my weight ^a	-.33**	-.34**	-.32**
I limit my intake of foods like coffee, sugar, and fats ^a	-.17**	-.15**	-.15**
I gather information on things that affect my health ^a	-.13**	-.05	-.12**
I watch for possible signs of major health problems ^b	-.19**	-.12**	-.17**
I take health food supplements ^a	-.09*	-.10*	-.09*
I see a doctor for regular checkups ^a	-.18**	-.07	-.17**
I use dental floss regularly ^a	-.20**	-.15**	-.18**
I discuss health with friends, neighbors, and relatives ^a	-.12**	-.03	-.12**
I don't smoke ^c	-.14**	-.11**	-.13**
I brush my teeth regularly ^b	-.12**	-.06*	-.11**
I get shots to prevent illness ^b	.02	.05	.03
I get enough sleep ^b	-.11**	-.11**	-.10*

Dysreg = physiological dysregulation (composite of 11 biomarkers, higher = poorer health); DysregG = Dysreg controlling for gender; DysregC = Dysreg controlling for conscientiousness.

^aItems included in the original Wellness Maintenance scale (Vickers et al., 1990).

^bItems included in the list of additional items but not assigned to a scale by Vickers et al. (1990).

^cItem on the original Substance Use scale (Vickers et al., 1990).

* $p < .05$; ** $p < .01$.

[Download at Semantic Scholar](#)

3. Cleaning Checklist Sample

Need a useful motivation to start cleaning and completing your chores? Identify every cleaning activity to accomplish with organized [cleaning checklist](#) samples.

Cleaning Checklist

- Bedroom
- Kitchen
- Library
- Washroom
- Garden

Notes:

1. Buy the required cleaning equipment.
2. Buy insecticide.

4. Agreement Checklist Sample

Setting up a complete agreement can be a tedious task. And [agreement checklist](#) samples should come in handy to ensure you got every important element covered in the agreement before parties affix their signatures.

Partnership Agreement Checklist

- Associates background check
- Fair agreement check
- Terms & Conditions check

Notes

1. Make sure all the profits and expenses are equally distributed.
2. Make sure all roles and responsibilities are fairly allocated.

5. Coursebook Evaluation Checklist Example

In case your institution needs a thorough assessment if its coursebooks are accredited and fitting for students to use, take advantage of using coursebook evaluation samples.

Coursebook Evaluation Form

This form is designed for evaluating EFL course books from beginning to upper intermediate level.

Basic Information

Name of Evaluator(s):	Title of course book(s):
Current level of learners:	Publisher(s):
Cost of Course-book package:	Date of Publication:
Is book now available (Yes/ No):	

Reasons for Textbook Evaluation:

- i. Since the 1970's there has been a movement to make learners the center of language instruction and it is probably best to view textbooks as resources in achieving aims and objectives that have already been set in terms of learner needs. Therefore, we must make every effort to establish and apply a wide variety of relevant and contextually appropriate criteria for the evaluation of the textbooks that we use in our language classrooms. We should also ensure "that careful selection is made, and that the materials selected closely reflect the aims, methods, and values of the teaching program," (Cunningsworth, 1995).
- ii. Another reason for textbook evaluation is the fact that it can be very useful in teacher development and professional growth. Cunningsworth (1995) states that textbook evaluation helps teachers to acquire useful, accurate, systematic, and contextual insights into the overall nature of textbook material.

Course Book Evaluation Methods

Effective evaluation relies on asking appropriate questions and interpreting the answers to them. (Cunningsworth 1995). The creation of extensive evaluation checklists by leading experts provides criteria for detailed coursebook analysis. Cunningsworth's checklist for evaluation and selection contains 45 questions, covering criteria such as "aims", "design", "language content", "skills", and "methodology", as well as "practical considerations such as cost and obtainability."

CUNNINGSWORTH, Alan. *Choosing Your Coursebook*. Macmillan Heinemann, 1965. HARVIER, Jeremy. *The Practice of English Language Teaching*. Longman, 1994. Page 1
Ali Reza Razavi The university of Nottingham(UNMC) July 2014
Ali.Reza.Razavi@nottingham.edu.my mr.razavi@unmc.com

[Download at Academia](#)

6. Baby Checklist Sample

Welcoming a new member to the family sure sounds exciting, but it may be daunting, especially when a baby needs to be watched regularly. Thus, manage the babies' needs without forgetting anything using [baby checklist](#) samples.

Baby Checklist

- Changing Mat
- Bibs
- Baby Monitor

Notes

1. Schedule the next doctor's appointment for next month.
2. Purchase mittens and socks.

7. Application Checklist Sample

From job hunting, loan financing, to school admissions—managing applications are no joke, particularly when countless applicants are involved. Thankfully, [application checklist](#) samples make your experience a lot easier.

Application Checklist

- Passed the first interview and will be endorsed for the test.
- The first interview is being reviewed.
- Will be considered for another job position.

Notes

1. Review all the forms.
2. Ensure that the forms are approved before publishing.

8. Business Checklist Sample

One popular checklist is the type often used by businesses and entrepreneurial purposes—[business checklists](#). Allow business checklist samples to run your company in the most efficient way possible.

Bobby and Sons

bobbyandsons@gmail.com, 222 555 7777

Business Checklist

Date: February 8, 2021

Prepared by: Jan Artz

Prepared for: Percy Charlesworth

Email: percycharlesworth@gmail.com

TASK	COMPLETION DATE
<input type="checkbox"/> Find a mentor	Jan. 17, 2021
<input type="checkbox"/> Create a business plan	Jan. 21, 2021
<input type="checkbox"/> Set up business structure	Feb. 5, 2021

Notes:

1. Send a confirmation email by February 22.
2. Send feedback via email.

9. Contract Checklist Sample

Agreements become more credible and serious when they transform into legally binding contracts. And you can't go wrong in crafting a contract since the law is already involved. [Contract checklist](#) samples won't fail you here.

Contract Checklist

- Does the contract explain the purpose of the proposal?
- Does the contract specify the renewal term?
- Does the contract limit the amount or type of damages the company can recover?

Notes

1. Send a copy to Atty. Janet Willis
2. All changes must be made only with the consent of the parties involved in the contract.

10. Analysis Checklist Sample

The monitoring and evaluation processes often go hand in hand with analysis reports. And how to analyze effectively would run smoothly using [analysis checklist](#) samples.

Industry Analysis Checklist

- How much is the industry growth rate compared to the economic growth rate?
- How much is the cumulative market share of the top 4 competitors?
- How much is the availability of the close substitutes?

Notes

1. Ensure that the performance reviews are done by supervisors.
2. Assign tasks and responsibilities to the workers.

11. Daily Checklist Sample

How productive are you every day? Expect to increase your productivity when you are aware of your daily to-do tasks by listing them in [daily checklist](#) samples.

Daily Checklist

- Do morning exercise
- Water plants
- Wash dishes
- Continue reading book
- Take afternoon nap

12. Weekly Checklist Sample

When you want to set weekly routines and ensure that your plans and responsibilities will be fulfilled, use [weekly checklist](#) samples for your gambit.

Weekly Checklist

TASK	SCHEDULE
<input type="checkbox"/> Team Building & Meeting with Workmates	Monday
<input type="checkbox"/> Board Game Session with Friends	Tuesday
<input type="checkbox"/> Doctors Appointment with Dr. Bailey	Wednesday
<input type="checkbox"/> Meeting with Financial Advisor	Thursday
<input type="checkbox"/> Spa Appointment at the L'aveane	Friday

Notes

- Confirm the spa appointment on Thursday.
- Buy snacks for game sessions.

13. Induction Checklist Example

HR teams that manage the onboarding program to welcome new employees or assign new positions for workers often use induction checklist samples. That way, employees will clearly understand their roles, responsibilities, etc.

HEALTH AND SAFETY INDUCTION CHECKLIST

Note: Temporary staff should also receive an induction on health and safety

School:	
Name of staff member:	
Job title:	
Date of joining:	
Name of mentor/buddy:	
Name of line manager:	

DAY ONE		
Topic	Cover these issues	✓ who is done
Fire and evacuation	<ul style="list-style-type: none"> • Action to take in the event of fire • Location of call points • Location of assembly point • Identity of Fire Wardens • Identity of the Emergency Co-ordinator • The role of staff in general • The role of the staff member concerned 	
First aid	<ul style="list-style-type: none"> • Location of first aid box • Identity of first aiders • Procedure for summoning first aid 	
Welfare facilities	<ul style="list-style-type: none"> • Toilets • Staff room • Dining hall • No smoking policy • Breaks 	
Security	<ul style="list-style-type: none"> • Security procedures • Security codes • Security access cards • Visitor procedures • Contractor procedures 	
Other	<ul style="list-style-type: none"> • Emergency contact details • Car parking arrangements • Housekeeping • Occupational health arrangements • Staff meetings • Sickness absence procedures • Traffic management on school site 	

[Download at Scribd](#)

14. Quality Checklist Sample

When product and service quality is the main concern, quality assessment is crucial. And [quality checklist](#) samples are the perfect approach to ace the assessment.

Deck Edge Travel Corporation
info@deckedgetravel.com, 222-555-7777

Quality Checklist

Date: June 12, 2022
Prepared By: James Bernard

Prepared For: Martin Cole
Email: martin@mail.com

ITINERARY	YES	NO
<input type="checkbox"/> Did you enjoy the tour?		
<input type="checkbox"/> Were the tour guides able to deliver a high-quality tour?		
<input type="checkbox"/> Was the food satisfactory?		
<input type="checkbox"/> Was the resort/stay accommodating?		
<input type="checkbox"/> Were the destinations worthwhile?		

Notes

- Mark your answers with a tick in the yes or no column.
- Please answer all questions.

15. Safety Checklist Sample

Safety measures and security protocols are extremely critical in any organization. And [safety checklist](#) samples should be used regularly to prevent harmful factors from affecting operations.

Safety Checklist

SAFETY ITEM	CHECK
<input type="checkbox"/> There is a fire alarm & sprinkler system.	
<input type="checkbox"/> All electronic security systems are working in good condition.	
<input type="checkbox"/> All doors & windows are designed against break ins.	
<input type="checkbox"/> The foundation is sturdy enough to resist earthquakes & floods.	

Notes

- Conduct safety training this Friday.
- Conduct a safety drill next Wednesday.

16. Meeting Checklist Sample

From identifying what key points to discuss, setting the meeting schedule, and even recognizing the meeting requirements, you can plan any meeting agenda appropriately using [meeting checklist](#) samples.

Starprises

starprises@mail.com, 222 555 7777

Meeting Checklist

Date: August 23, 2024

Prepared By: Sheila Litt

Prepared For: Allen Doe

Email: alleng@mail.com

TASK	STATUS
<input type="checkbox"/> Review the minutes of the last meeting	Done
<input type="checkbox"/> Reserve a conference room for the meeting	Done
<input type="checkbox"/> Send meeting invitations to the attendees	Pending
<input type="checkbox"/> Finalize the meeting agenda	
<input type="checkbox"/> Assign a minutes taker for the meeting	

Notes

1. Confirm the attendance of the attendees by September 15, 2024.

17. Inventory Checklist Sample

A constant checkup for your company's inventory enables you to stay updated if there is adequate stock, no missing products, and more. Hence, [inventory checklist](#) samples become relevant here.

Skyfi Printers

info@skyfiprinters.com, 222 555 7777

Inventory Checklist

Date: March 15, 2020

Prepared By: Raven Mckean

Prepared For: Thomas Shaw

Email: thomas@gmail.com

ITEM	AVAILABLE	QUANTITY
<input type="checkbox"/> Letterheads	<input type="checkbox"/>	
<input type="checkbox"/> Printer Paper	<input type="checkbox"/>	
<input type="checkbox"/> Colored Paper	<input type="checkbox"/>	
<input type="checkbox"/> Folders	<input type="checkbox"/>	
<input type="checkbox"/> Toner	<input type="checkbox"/>	

Notes

1. Items above are good for use until March 10, 2020, only.
2. Contact the main supplier for additional items to be delivered.

18. Maintenance Checklist Sample

You can't forget about [maintenance checklist](#) samples when you think about the lifespan of your product, service, business, or brand in general. Maintenance basically prevents problems to get worse and ensures solutions to anything that needs a fix.

Maintenance Checklist

- Check engine's oil level
- Check the battery and brakes
- Examine the filters and coolants
- Check the windshield wipers
- Check the tires

Notes

1. Conduct the next maintenance test after 3 months.
2. Inform Mr. Brian to replace the batteries.

19. Inspection Checklist Sample

It is a no-brainer that inspections are part of the deal to manage maintenance and assessments. Allow [inspection checklist](#) samples to guide you here.

Inspection Checklist

- Electrical switches are in good condition
- Extension cords are in good condition
- Extension cords are of adequate size and length
- Electrical rooms do not contain combustible liquid materials
- Electrical panels are covered

Notes

1. Buy more extension cords.
2. Update safety guidelines.

20. New Hire Checklist Example

How to deal with new hires would run in a smooth procedure when you have prepared new hire checklist samples. And they are important so new employees won't be ignored or out of place during their orientation.

New Hire Checklist

This checklist guides Req Administrators, HR Reps and Managers through the process of setting up a new hire at Emory University.

TASK	INSTRUCTIONS	RESPONSIBLE PARTY
Complete Offer Details iForm for Compensated Hires	Req Administrator receives an email with a link to the Offer Details iForm or you can access the form through your dashboard notification in the My Offer Details Form and Offer Progression panel. For assistance on completing the Offer Details iForm, contact your department recruiter.	Req Administrator
Complete E-HRAF for Uncompensated Hires	Complete eHRAF at www.hr.emory.edu/hraf eHRAF instructions can be found online at: http://www.hr.emory.edu/eu/hrreps/ehraf/ehrafmanual.html	Manager/HR Rep
ONBOARDING STAFF		
Initiate Onboarding	Once the candidate clears all pre-employment screens, recruiter will launch onboarding. An email is then sent to the new hire to complete their online orientation tasks.	Recruiter
Complete Online Orientation	New Hire receives an email to log into ICIMS and complete the online orientation tasks. Items to complete will vary according to the type of hire and department. Online orientation includes: <ul style="list-style-type: none"> • Emory Profile Information Confirmation • EHC Confidentiality Statement • Emory Privacy and Security Awareness • Federal Withholding Form (W-4) • GA Withholding Form (G-4) • Direct Deposit • Title IX Training • Safety Orientation • University Policies • Parking Information • Network ID (NETID) • Human Resources • Emory Card • Benefits Explained • Link to External I-9 Management Site 	New Hire
ONBOARDING FACULTY		
Launch Prestart-Faculty	Initiated when the... <ul style="list-style-type: none"> • Confidential Data Form Signature Is Yes • Offer Detail Form Signature Is Yes • Contact HR is <contact name> 	Req Administrator
Onboard Faculty	After launching Pre-Start, launch the Onboarding Wizard in ICIMS and send an email to the new hire to complete the online orientation tasks.	Req Administrator

[Download at WSSU Foundation](#)

21. COVID-19 Checklist Sample

From the ominous effects brought by the coronavirus, it is important to stay prepared with hygiene equipment, health inspection, and other concerns related to the virus using [COVID-19 checklist](#) samples.

COVID-19 INSPECTION CHECKLIST

<input type="checkbox"/>	Is there a committee for COVID-19 crisis management in your organization?
<input type="checkbox"/>	Have you made the latest information related to COVID-19 easily accessible for your staff?
<input type="checkbox"/>	Have the employees been given clear instructions and guidelines regarding the temporary 'work from home' facility provided?
<input type="checkbox"/>	Is there any availability of a system through which public health communications can be carried out in real time?
<input type="checkbox"/>	Have the employees been educated on the preventive measures of COVID-19?
<input type="checkbox"/>	Do the employees have a good understanding of the symptoms of COVID-19?
<input type="checkbox"/>	Have the staff been updated with the cleaning measures to combat COVID-19?
<input type="checkbox"/>	Have the staff been trained in hand hygiene?
<input type="checkbox"/>	Are hand sanitizer dispensers readily available for all members of the organization?
<input type="checkbox"/>	Are hand sanitizer dispensers readily available for all members of the organization?

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TEMPLATE NET

22. Employee Checklist Sample

Help employees spend their time at work in the most productive and streamlined way possible with a guide brought up by detailed [employee checklist](#) samples.

Sample Employee Checklist

- Prepare new hire paperwork
- Arrange devices and equipment
- Create accounts
- Provide a tour

Notes:

1. This is subject to changes.
2. Please mail your queries to the head of HR

23. Food Checklist Sample

A personal checklist to manage everyone's basic need, food, is clearly a must-have. Whether you use a document as a food supply check, grocery shopping list, or food recipe list, you can do so well with [food checklist](#) samples in the mix.

Food Preparation Checklist

- Kitchen is clean and organized
- Grilling tools are cleaned and organized
- Ingredients to be used are prepared
- Fire extinguishers are present in the kitchen
- Cleaning materials are readily available

Notes

1. Pantry needs to be restocked.
2. Buy extra towels for the kitchen.

24. Operating Room Checklist Example

In the medical field, the operating room requires inspection and maintenance all the time. It goes from cleaning the room, providing enough space for patients, and supplying adequate tools and equipment. Gather all tasks for operating room concerns with operating room checklist samples.

Room Set-Up BEFORE PATIENT ENTERS THE OR	Before Induction SIGN IN	Before Skin Incision TIME OUT	Before Patient Leaves Room SIGN OUT
<p>OR SET-UP - EQUIPMENT</p> <ul style="list-style-type: none"> * CORRECT BED AND PADI IN CORRECT POSITION * STIRRUPS * GEL PAD * BEAN BAG * FOAM PROTECTOR * TAPE / BED STRAPS * FLOWTRONS * PK GENERATOR * ELECTROSURGICAL UNIT * BURN HUGGER or OTHER WARNING SYSTEM * INSULATOR WITH CO2 * WARM WATER FOR SCOPE WARMER * STRYKER IRRIGATOR <ul style="list-style-type: none"> * 3000ML BAGS NS <p>INSTRUMENTATION</p> <ul style="list-style-type: none"> * IN ROOM AND OPENED PER PREFERENCE CARD * STERILITY CONFIRMED * SCOPES AND CAMERAS INSPECTED * ROBOTIC INSTRUMENTS HOUSING, SHAFTS AND TIPS INSPECTED <p>ROBOTIC SET-UP</p> <ul style="list-style-type: none"> * PROPER POSITION OF CONSOLES, VISION CART AND PATIENT CART PER SURGEONS PREFERENCE AND PROCEDURE * ALL CORDS INSPECTED FOR INTEGRITY * POWER CORDS PLUGGED INTO SEPARATE POWER CIRCUIT * AUXILIARY CABLES (PK, CAUTERY ETC) CONNECTED AFTER ROBOT TURNED ON * ROBOTIC ARMS OUT OF STOW POSITION * ROBOT HOMED * FOCUSED AND ALIGNED * WHITE/BLACK BALANCE COMPLETE * NO WARNING MESSAGES * CORRECT SIGNALS ON SDI-HD AND ROUTER <p>PATIENT PRE-PROCEDURE VERIFICATION CHECKLIST COMPLETED IN SDIC or PACU</p>	<ul style="list-style-type: none"> * ALLERGIES CONFIRMED * DIFFICULT AIRWAY ASPIRATION RISK ASSESSED * ATHROMBIC CUFFS APPLIED TURNED ON * ESSENTIAL IMAGING DISPLAYED AS NEEDED * ROBOT DRAPED OR BEING DRAPED 	<ul style="list-style-type: none"> * PATIENT PROPERLY POSITIONED PADDING AND SECURED TO TABLE * POTENTIAL FOR BLOODLOSS ADDRESSED <p>TIME OUT COMPLETED</p> <ul style="list-style-type: none"> * ALL TEAMMEMBERS INTRODUCED THEMSELVES BY NAME AND ROLE * PATIENT IDENTITY VERIFIED * PROCEDURE AND SITE VERIFIED * SITE MARKING IS VISIBLE * ANTI-BIOTIC GIVEN WITHIN THE LAST 60 MINUTES * FIRE RISK ASSESSED 	<p>POSTPROCEDURE REPORT PERFORMED</p> <ul style="list-style-type: none"> * NAME OF PROCEDURE PERFORMED * CONFIRMED RESULTS OF COUNTS INCLUDING KRON COPS AND BULBS <p>SPECIMENS REVIEWED</p> <ul style="list-style-type: none"> * CORRECT PATIENT LABELS WITH IDENTIFICATION OF SPECIMENS * KEY CONCERNS FOR RECOVERY AND MANAGEMENT OF THIS PATIENT REVIEWED * SKIN ASSESSMENT COMPLETED * REPORT CALLED TO RECEIVING UNIT * EQUIPMENT PROBLEMS ADDRESSED IF APPLICABLE

[Download at ResearchGate](#)

25. Project Checklist Sample

Dealing with loads of projects requires an influx of time, effort, and even money. Some projects may take days to complete, require new tasks to add, and more considerations. Take it easy using [project checklist](#) samples instead.

Mitchell Group
mitchelgroup@gmail.com, 222.555.7777

Project Checklist

Date: January 14, 2020
Prepared by: Mauro Telez

Prepared for: Arlen Borum
Email: arlenborum@gmail.com

TASK	DATE COMPLETED
<input type="checkbox"/> Set project goals	
<input type="checkbox"/> Identify stakeholders	
<input type="checkbox"/> Identify project scope	
<input type="checkbox"/> Create project plan and work breakdown	
<input type="checkbox"/> Draft budget proposal	
<input type="checkbox"/> Create communication plan	
<input type="checkbox"/> Create risk management plan	

26. Task Checklist Sample

Checklists are known as a collection of task lists in the first place. The only difference between a task list and a task checklist is that there are checkboxes to mark the progress of each task among [task checklist](#) samples.

Task Checklist

TASK	ASSIGNED TO	DONE
<input type="checkbox"/> Do the laundry	Samuel Krieger	
<input type="checkbox"/> Wash the dishes	Mark Hudson	
<input type="checkbox"/> Re-route electrical wires	Wayne Davidson	

Notes

- Assign Samuel a different task next week.
- Arrange help for Wayne in re-routing the electrical wires.

27. Event Checklist Sample

Another common application of a checklist is to manage and organize upcoming events. To make an event successful, a lot of details are at hand and it can all be laid out by professionally made [event checklist](#) samples.

Royal Events
Info@royalevents.com, 222 555 7777

Event Checklist

Date: June 23, 2021
Prepared By: Michelle Smith

Prepared For: Jacob Watson
Email: jacob@mail.com

EVENT	SCHEDULE	STATUS
<input checked="" type="checkbox"/> Halloween Party at the Regal Hotel Function Room.	October 31, 2021	Rescheduled
<input type="checkbox"/> Mr. & Mrs. Falcone Wedding Reception at the Penthouse.	November 10, 2021	Ready
<input type="checkbox"/> Mara Lance Birthday Celebration at the Hotel Bar.	November 12, 2021	Cancelled

Notes

- Update guests about the rescheduled date for the Halloween party.
- Inform about the birthday cancellation to guests.

28. Closing Checklist Sample

A different type of checklist is the closing checklist where you need to complete a series of duties and requirements before officially closing a transaction. And you should handle it with [closing checklist](#) samples for an effective result.

Sheila's Diner
sheiladiner@inquiry.com, 222 555 7777

Closing Checklist

Date: March 31, 2022
Prepared By: Harvey Ross

Prepared For: Jeff Pearson
Email: jeff@mail.com

QUESTION	YES	NO
Has the kitchen staff completed their closing tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Are all appliances and equipment off?	<input type="checkbox"/>	<input type="checkbox"/>
Has the trash been taken out?	<input type="checkbox"/>	<input type="checkbox"/>
Has all the pertinent information been noted in the manager's logbook?	<input type="checkbox"/>	<input type="checkbox"/>
Are all the settlements for credit cards, checks, etc. done?	<input type="checkbox"/>	<input type="checkbox"/>

Notes

1. Check to see if anyone is left inside the restaurant before closing.

29. Opening Checklist Sample

The exact opposite of a closing checklist is the opening checklist. And [opening checklist](#) samples are often used to plan a grand opening of a business that surely pays off.

Shiro's Diner
shirodiner@gmail.com, 222 555 7777

Opening Checklist

Date: March 22, 2029
Prepared By: Ina Ray

Prepared For: Michael Risto
Email: michael@mail.com

TASK	DESCRIPTION	REMARKS
<input type="checkbox"/> General Inspection	Electricity, fire, plumbing	
<input type="checkbox"/> Insurance	Liquor bonds, salaries, and benefits	
<input type="checkbox"/> General Wiring	Cables, fire alarms, etc.	
<input type="checkbox"/> Staffing and Training	Orientation and proper staffing	
<input type="checkbox"/> Official Menus	Planning and quality assurance of food	

Notes

- Check and ensure that all OC IVs are working.
- See to it that all bank accounts are in place for financial deposit and withdrawal purposes.

30. Compliance Checklist Sample

There are instances wherein subjects would only be approved, acknowledged, produced, or published only when they meet the necessary standards. And monitoring standards for compliance would need [compliance checklist](#) samples.

Alexis Technologies
Info@alexistech.com, 222 585 7777

Compliance Checklist

Date: May 12, 2021
Prepared By: James Elliot

Prepared For: Sarah Devou
Email: sarah@mail.com

GUIDE QUESTIONS	YES	NO
Has the draft of the annual financial reports been reviewed and discussed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the independent auditor's report draft been reviewed and discussed?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been significant financial reporting issues?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been significant changes in accounting principles?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any difficulty encountered in previous audits?	<input type="checkbox"/>	<input type="checkbox"/>

31. Construction Checklist Sample

Anyone can be in awe of a construction's final look. But behind the scenes, perfecting structures isn't that easy. And this is why [construction checklist](#) samples exist to ensure that every constructed building is rectified.

Moore's Construction Services
info@mooresconstruction.com, 222 555 7777

Basic Construction Checklist

Date: April 15, 2022
Prepared By: David Kiff

Prepared For: Amanda Pauline
Email: amanda@gmail.com

REQUIREMENTS	CHECK
<input type="checkbox"/> Disposable Gloves	
<input type="checkbox"/> Moist Wipes	
<input type="checkbox"/> Safety Pins	
<input type="checkbox"/> Sterile Eye pads	

Notes

- Arrange for unobtainable items by Wednesday.
- Discuss the budget with the HR team.

32. Employment Checklist Sample

From recruitment, training, monitoring, down to termination, a lot of processes are involved under employment. And they can all be processed reverently using [employment checklist](#) samples.

Myolead Enterprises

myolead@gmail.com, 222 555 7777

Requirements Checklist

Date: December 31, 2029

Prepared By: Nina Ross

Prepared For: Sheila Litt

Email: sheila@gmail.com

EMPLOYEE	PRE-EMPLOYMENT REQUIREMENTS	REMARKS
Aimee A. Michaels	<input type="checkbox"/> Health Insurance ID <input type="checkbox"/> Certificate of Employment <input type="checkbox"/> Bank Account Number <input type="checkbox"/> Birth Certificate	
Michael J. Gregory	<input type="checkbox"/> Pre-Employment Physical Exam <input type="checkbox"/> Transcript of Records <input type="checkbox"/> Birth Certificate	
Stephen S. Palmer	<input type="checkbox"/> Certificate of Employment <input type="checkbox"/> Bank Account Number <input type="checkbox"/> Pre-Employment Physical Exam	
Raphael P. Matthews	<input type="checkbox"/> Social Security Number <input type="checkbox"/> Certificate of Employment <input type="checkbox"/> Bank Account Number <input type="checkbox"/> Birth Certificate	

Notes

- Send a copy to the HR Team.
- Mark the requirements with a tick (✓) only.

33. Evaluation Checklist Sample

Use any evaluation process for any purpose when you have a well-thought-out [evaluation checklist](#) prepared ahead. So instead of not being sure on how to evaluate something or someone, the checklist serves as a guide.

Alco Advertising
info@alcoadvertising.com, 222 558 7777

Business Evaluation Checklist

Date: March 22, 2022
Prepared By: Derek Shaw

Prepared For: Miranda Shi
Email: miranda@gmail.com

TO EVALUATE	YES	NO
<input type="checkbox"/> Has this business filed for bankruptcy protection?		
<input type="checkbox"/> Has the business ever been subjected to criminal investigation in the past or at present?		
<input type="checkbox"/> Will your background, past experience & expertise contribute greatly to successfully running this business?		

Notes

- Forward this checklist to the Advertising Team Lead by tomorrow.
- Arrange a meeting with HR team to discuss feedback.

34. Hiring Checklist Sample

Do you ever wonder how most HR representatives know how to manage the hiring processes gracefully? That is because they planned everything strategically and while making use of [hiring checklist](#) samples.

Porter Inc.
inquire@portercorp.com, 222 555 7777

Hiring Checklist

Date: February 20, 2025
Prepared by: Georgina Richardson

Prepared for: Kate Mitchell
Email: kate@gmail.com

TASK	COMPLETED	NOT COMPLETED
<input type="checkbox"/> Reviewing resume		
<input type="checkbox"/> Identifying qualified candidates		
<input type="checkbox"/> Examinations		

Notes

1. Submit the final report to the manager.
2. Prepare the work schedules for the new hires.

35. Hotel Checklist Sample

Hotels wouldn't get five-star ratings and positive feedback without properly managing their entire business. And even a structure as big as a hotel starts to get managed with [hotel checklist](#) samples until advanced operations follow.

Aquamarine Resort & Spa
inquire@aquamarineresort.com, 222 555 7777

Hotel Checklist

Date: February 20, 2025
Prepared by: Matilda Richardson

Prepared for: Maisie Burns
Email: maisie@gmail.com

TASK	COMPLETED	NOT COMPLETED
<input type="checkbox"/> The staff were very friendly & accommodating.		
<input type="checkbox"/> All systems worked perfectly fine.		
<input type="checkbox"/> Our room was clean & well maintained.		
<input type="checkbox"/> The facilities (showers, faucets, air, etc.) worked without any issue.		

Notes

1. Thank you for taking the time to fill up this checklist.
2. Please submit this survey checklist at the front desk.

36. Observation Checklist Example

There's a lot to observe from classrooms, offices, restaurants, and other purposes. And a simple but informative observation checklist shall bring ease to your experience.

Scale	Statement	Never		Sometimes		Always
		1	2	3	4	5
E ⁿ	1. Pays attention in class					
E	2. Works well with other children					
I	3. Attempts to do his/her work thoroughly and well, rather than just trying to get by					
D	4. Acts restless, is unable to sit still					
I	5. Participates actively in discussions					
E	6. Completes assigned seatwork					
D	7. Needs to be reprimanded					
D	8. Annoys or interferes with peers' work					
E	9. Is persistent when confronted with difficult problems					
N	10. Doesn't seem to know what is going on in class					
N	11. Is withdrawn, uncommunicative					
E	12. Approaches new assignments with sincere effort					
I	13. Asks questions to get more information					
D	14. Talks with classmates too much					
N	15. Doesn't take independent initiative, must be helped to get started and kept going on work					
E	16. Tries to finish assignments even when they are difficult					
I	17. Raises his/her hand to answer a question or volunteer information					
E	18. Gets discouraged and stops trying when encounter an obstacle in schoolwork; is easily frustrated					

Notes: E = Effort; I = Initiative; D = Disruptive behavior; N = Inattentive behavior.

[Download at ResearchGate](#)

37. House Checklist Sample

Using checklists can start at home and it is a good opportunity to master the use of checklists and knowing how to manage time and responsibilities wisely. And you can achieve that using [house checklist](#) samples.

Sublime Residences
sublimeresidences@gmail.com, 222 555 7777

House-Buyers Checklist

Date: March 11, 2029
Prepared By: Jeff Keller

Prepared For: Paula Hawkins
Email: paula@gmail.com

TASK/ACTIVITY	REMARKS
<input type="checkbox"/> Are all the details of the buyer available?	
<input type="checkbox"/> What type of property is the buyer looking for?	
<input type="checkbox"/> What are the buyer's preferred furnishings?	
<input type="checkbox"/> What establishments, agencies, communities, businesses, etc. would the buyer like near his/her location?	
<input type="checkbox"/> What is the credit score, assets and liabilities, cash in the bank, etc.?	
<input type="checkbox"/> Is the buyer happy with the approximate price range?	

Notes

- Mention the payment type: cash, check, loan, etc., clearly in the list.
- Acquire the seller's information for the process.

38. IT/Software Checklist Sample

Your IT and software products or business might not survive without streamlined evaluations, tests, and other essential processes. And there are [IT/software checklists](#) available to specifically manage this sector.

Brice Enterprises
briceenterprises@gmail.com, 222 555 7777

Free Blank IT & Software Checklist

Date: March 5, 2020
Prepared by: Byron Roesler

Prepared for: Jeffrey Case
Email: jefferycase@gmail.com

EXIT CRITERIA	STATUS
Notes:	
<ol style="list-style-type: none">1. Send a confirmation email by March 282. Send feedback via email	

39. Survey Checklist Example

Conduct surveys without disorganizing the process when you use survey checklist samples into the process.

Project Name: _____	Project Number: _____
Crew Leader: _____	UTLHD Project Manager: _____
Defect Account No. _____	

ST EHW A FIELD SURVEY CHECKLIST <small>“S” indicates a “Must do” task. “N” indicates that it is not required.</small>	DATE/STATE	
	ORIGINATOR	CREATOR
Pre-Project Planning		
Call Agency contact 1-2 one week before arriving at project site. Advise them of the proposed schedule. Discuss any special concerns or instructions they may have in regards to the proposed schedule and/or work.		
Review SOW and supporting documents. Review project schedule.		
Arrange to have vehicles and trailers moved.		
Verify mail, office, trailer service reservations, arrange for phone, fax or e-mail reader.		
Notify of arrival/depart of survey dates.		
Verify “Project Number and/or Assignment” paperwork has been started.		
Project Reconnaissance		
Meet with Agency contact or representative, review project schedule, request copies of any utility and/or boundary information, map or plans.		
Confirm adjacent landowners obtain permission to enter their property, request copies of any utility and/or boundary information, map or plans.		
Review project site with the Agency contact or representative and field crew.		
Identify all areas of potential safety and traffic control concerns, discuss with Agency contact or representative, and field crew.		
Note any unusual road conditions to the design process.		
Review all horizontal and vertical control points required for the project. Verify that control points are stable and visible.		
Review SOW with Project Engineer/Designer, advise them of concerns and potential problems that have come up during your tour of the site.		
Formulate a “Plan of Access” for the project, review with the crew, and ask for suggestions.		
Start Weekly and Final Reports.		
Project Control		
Identify areas requiring additional control points, strip zones, and etc.		
Set all additional control and strip points of survey, panel, strip, and points.		
Take digital photos of project site, any problem areas, control points, and views.		
Establish horizontal and vertical control points and required panel points, as required, per UTLHD specifications.		
Identify visible utilities, mark, burial, address and any signs or instructions of burial address to be posted.		
Identify all oblique corners and property corners to be located.		
Review control files and upload into data collectors.		

[Download at Scribd](#)

41. Party Checklist Sample

Checklists are not only applicable at the workplace because you can set up a checklist specifically for your party planning goals. With [party checklist](#) samples, you can start organizing for a memorable party to date.

Party Checklist

PARTY ITEMS	BOUGHT
<input type="checkbox"/> 2 bottles of Macabre Rum	Yes
<input type="checkbox"/> 1 bottle of tequila	Yes
<input type="checkbox"/> 3 packs of Nachos	No
<input type="checkbox"/> 15 Paper plates	Yes

Notes

- Ask Sarah to arrange for plastic utensils
- Buy another bottle of Rum

42. Restaurant Checklist Sample

Besides enticing clients with your restaurant's delicious treats, there are a lot more elements to focus on from the restaurant's cleanliness, available resources, electricity, lighting, and more. You will have to use [restaurant checklist](#) samples to run your restaurant business like a pro.

The Sugar Lantern
Inquire@sugarlantern.com, 222 555 7777

Restaurant Pantry Checklist

Date: February 20, 2025
Prepared by: Carmen Bond

Prepared for: Tommy O'Connor
Email: tommy@gmail.com

ITEMS	QUANTITY
<input type="checkbox"/> Kosher salt	
<input type="checkbox"/> Extra virgin olive oil	
<input type="checkbox"/> Breadcrumbs	
<input type="checkbox"/> Flour (all purpose and wheat)	
<input type="checkbox"/> Baking soda	
<input type="checkbox"/> Vanilla extract	
<input type="checkbox"/> Brown sugar	
<input type="checkbox"/> Honey	
<input type="checkbox"/> Maple Syrup	
<input type="checkbox"/> Marshmallows	

43. Vehicle Checklist Example

Your car would not simply stay up and running without regular inspections, oil change, cleaning, etc. And you can take care of your previous ride anytime using vehicle checklist samples.

Vehicle Safety Checklist

(A negative answer to any question indicates an area of safety or health concern.)

Company name: _____
Physical address of worksite: _____
Supervisor: _____
Date/Time: _____
Inspector: _____
Vehicle Number: _____

Note: This checklist was created to help employees who drive for work determine the safety of the vehicles they operate. Drivers should complete the following checklist before each out-of-town trip and at least once a week.

Yes	No	Date Checked	
<input type="checkbox"/>	<input type="checkbox"/>	_____	1. Are all departmental vehicles that are subject to state licensing requirements equipped with the following items in good operating condition? a. Adequate rearview mirrors b. Safety belts c. Windshield wiper blades and fluid d. Horns e. Correctly adjusted headlights f. Brakes with adequate stopping power g. Emergency brakes h. Turn or directional signals i. Good tires with adequate tread and correct pressure j. Oil and coolant levels k. Brake lights l. Tailights m. License plate lights n. Properly installed muffler systems o. Properly serviced fire extinguishers p. Intact windscreens with no cracks q. All seating secured to vehicle frames r. Automobile liability ID cards kept in the vehicles s. Appropriate notices reminding all employees and their passengers that they must wear seat belts



TDI Safety @ Work
Protect. Promote. Prosper.

Texas Department of Insurance, Division of Workers' Compensation
www.insurance.texas.gov
TDCR-0111-04-200

2

[Download at Texas Department of Insurance](#)

44. Student Checklist Sample

Even students deserve a survival guide in school to keep track of their assignments, conduct study plans for upcoming exams, and ensure that they live their best life as students. Hence, pack up [student checklist](#) samples for the sake of education.

Student Checklist

- Pay tuition fees for the second semester through an online payment method.
- Write a summary of the novel I've read.
- Prepare for an experiment in the class.
- Prepare ideas for the Book Club outreach program.
- Study for the Math quiz from lessons 1, 4, and 8.

Notes

- The English assignment on William Shakespeare is due on October 05, 2040.
- Remember that the Maths Quiz is on October 28, 2040.

45. Service Checklist Sample

Sometimes, what you need is to deal with services. And the thing with service inspections is how you should be really observant the whole time. Handle it accordingly along with [service checklist](#) samples.

Bobby and Sons

bobbyandsons@gmail.com, 222 555 7777

Car Inspection Service Checklist

Date: February 18, 2020

Prepared by: Wayne Reis

Prepared for: Palmer Broomfield

Email: palmerbroomfield@gmail.com

TASK	COMMENTS
<input type="checkbox"/> Change engine oil	
<input type="checkbox"/> Change engine oil filter	
<input type="checkbox"/> Check/fill brake fluid level	
<input type="checkbox"/> Check/fill clutch fluid level	
<input type="checkbox"/> Check the radiator	
<input type="checkbox"/> Check the engine cooling	

Notes

1. Make these checks regularly and as needed.

47. Wedding Checklist Sample

A very special event such as a wedding shouldn't be a failure as that would mark bad luck for couples already. Instead, set a strategic plan using [wedding checklist](#) samples.

Walter Wedding Studio
Inquiries@walterwedding.com, 222 555 7777

Wedding Checklist

Date: February 20, 2025
Prepared by: John Doe

Prepared for: Jane Smith
Email: jane@zmail.net
Wedding Date: April 15, 2025

TASK	DEADLINE
<input type="checkbox"/> Meeting with the client	March 01, 2025
<input type="checkbox"/> Finalize the wedding theme	March 05, 2025
<input type="checkbox"/> Visit the reception venue	March 10, 2025
<input type="checkbox"/> Visit the wedding venue	March 10, 2025
<input type="checkbox"/> Send out all wedding invitations	March 15, 2025

Notes

1. Gather a list of themes for the client to choose from.
2. Contact the florist, caterer, and sound system crew by next week.

48. Plan Checklist Sample

Anyone could think of impressive plans to do. But each plan should be written, organized, realistic, and thought of carefully to work. The key is to divide your plan into phases using [plan checklist](#) samples.

- Web Interface
- Backend
- Program code
- 3rd Party Integrations
- Security
- Server capacity

49. Rental Checklist Sample

A [rental checklist](#) may just be the thing to help observe a positive relationship between landlords and tenants. This checklist is useful to ensure that properties for rent stay in top shape all the time.

Rental Checklist

ITEMS	CONDITION
<input type="checkbox"/> Windows (blinds, curtains, etc.)	Good
<input type="checkbox"/> Light Fixtures	Fair
<input type="checkbox"/> Door Hardware/Lock	Poor
<input type="checkbox"/> Ceilings & Walls	Good

Notes

- Call the carpenter to fix the door hardware.
- Replace existing light fixtures with new ones.

50. Campaign Checklist Sample

Whether you set up a political campaign, advertising campaign, or any campaign in general, there are specific [campaign checklist](#) samples for you to run campaigns smoothly.

Lime Agency
lime@mail.com, 222 555 7777

Advertising Campaign Checklist

Date: December 13, 2029
Prepared By: Raquel Does

Prepared For: Sam Tull
Email: sam@mail.com

QUESTION	YES	NO
<input type="checkbox"/> Is the content that is to be posted scheduled?		
<input type="checkbox"/> Can the client's mobile SEO improve?		
<input type="checkbox"/> Are the client's products recommended and promoted?		
<input type="checkbox"/> Is the social media audit of the client done?		

Notes

- Forward this checklist to the Advertising Team Lead by December 23, 2029.
- Use CRM software and try new strategies to attract customers.

CHECKLIST FORMAT

While a checklist's function is sensible, how about what makes up a basic checklist in the first place? Although checklists vary in content and purpose, the standard checklist format would normally have the following parts:

1. Title or Type of Checklist

The title is an important part of any checklist since it defines what the document is for. A tip is to write the specific type of checklist as the title so you can easily identify if you have a grocery checklist, a school checklist, or any other example.

2. Task List

Of course, the meat of the checklist is its itemized list of tasks. Make sure to write them clearly and that they are properly organized according to number, difficulty level, urgency level, or any other arrangement.

3. Checkboxes

Beside every enlisted task is a corresponding checkbox. And you will mark every checkbox that contains a task you already accomplished. Hence, the goal is to eventually mark all boxes until you are through with your tasks.

4. Notes

Checklists also have room for blanks, which will be your notes section. Anything can be written under notes from the change of plans, budget calculations, or however you use it.

FAQs

What is an example of a checklist?

A checklist contains a list of things to be accomplished. A common example is when you have at least five significant duties to fulfill throughout the day. You write those specific tasks in a list and check them one by one as you complete every task.

What is a 5S checklist?

A 5S checklist is an official checklist used to optimize systems at work. And 5S stands for sort, set in order, shine, standardize, and sustain.

What is the difference between a checklist and a questionnaire?

A checklist enlists the requirements, tasks to do, and important reminders whereas a questionnaire focuses more on a document containing a series of questions and most often contains some answers to choose from.

What are some tips to ace a checklist?

You won't have trouble dealing with checklists by observing the following:

- Don't settle for one master checklist since you should make more checklists according to different purposes.
- Assign deadlines to stay responsible.
- Prioritize your tasks according to difficulty, urgency, and importance.
- Review your checklist daily in case alterations are needed.
- Be realistic with how much you can achieve per day.

Why are checklists important?

A checklist is important to be aware and organized about your tasks and responsibilities. Forgetting tasks, dealing with repetitive activities, and wasting time are some of the things you can avoid here. Hence, use a checklist to be productive on any day.