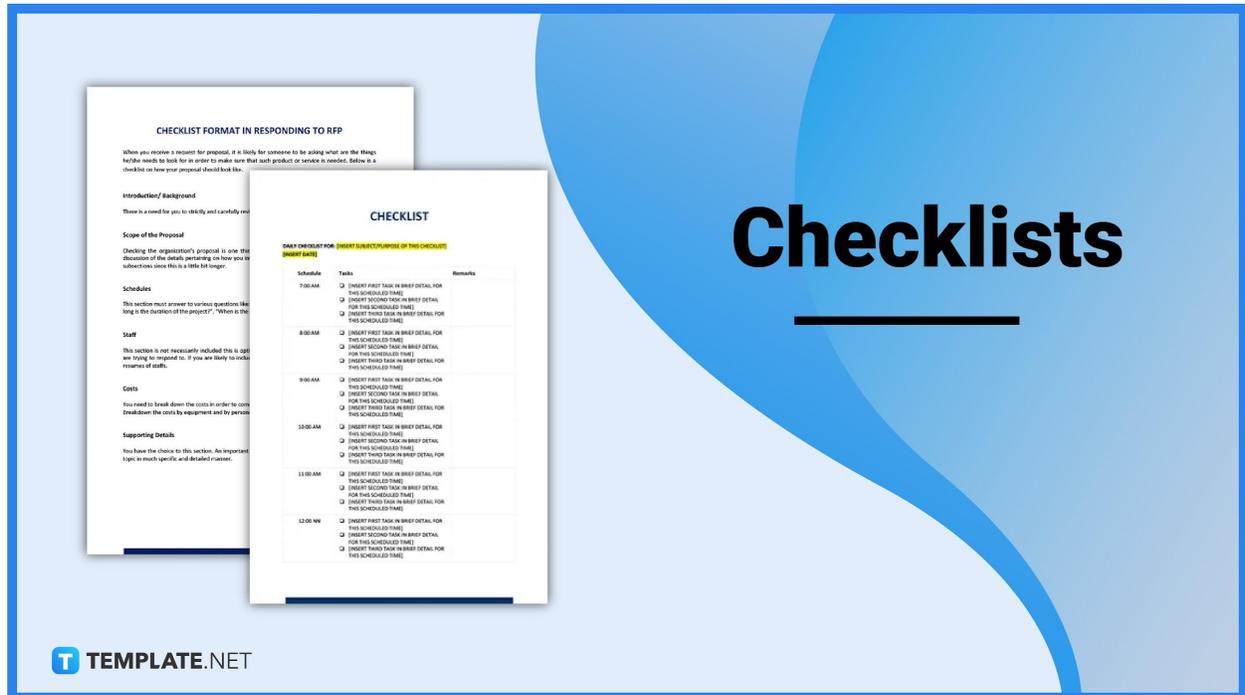


Checklists

Checklists are widely used forms because of their ease and efficiency. Anyone can create a checklist, and it can be applied in all industries and fields.



Checklist Definition & Meaning

A checklist is a document that enumerates items or tasks to be accomplished.

Checklists are one of the most common, versatile, and widely-used forms.

What Is a Checklist?

The content of a checklist can vary depending on the type or objective of the checklist. Reminders, tasks, processes, activities, and other relevant items are normally listed in a checklist. A checklist usually comes in a standard format, but it can be customized according to individual needs and preferences.

10 Types of Checklist

Accounting Checklist

An [accounting checklist](#) is a simple tool that helps keep your finances in order. It's useful for all types of businesses. This type of checklist aids bookkeepers, certified public accountants, and auditors in their accounting.

T **TEMPLATE.NET**

READY-MADE TEMPLATES

To Use This Documents

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

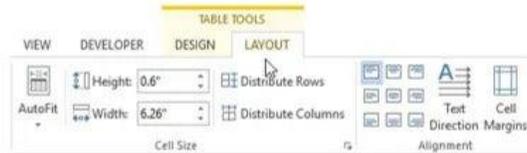
To Edit Text:

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



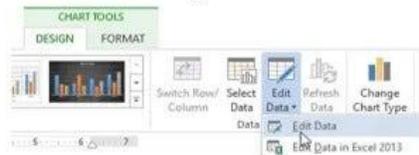
To Edit Table:

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



To Edit Chart:

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart



Building Checklist

A [building checklist](#) is one of the most basic and fundamental forms in construction and real estate development. There are also several types of building checklists. Some of the most common are safety checklists, punch lists, and quality assurance checklists.

Building Checklist

TASK	CHECK
<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Security Systems	
<input type="checkbox"/> Electrical Wiring	
<input type="checkbox"/> Wi-Fi	
<input type="checkbox"/> Electrical Circuits	

Notes

- Replace the security camera at block A.
- Call the electrician to resolve the wiring defects.

Campaign Checklist

A [campaign checklist](#) is necessary to keep track of tasks and requirements in a campaign. Whether it's a marketing campaign or a political campaign, a checklist helps promote efficiency and organization. The template below is an example of a basic advertising campaign checklist.

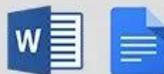
Your Company Logo

ADVERTISING CAMPAIGN CHECKLIST

Agency Lime

Checklist Details

	Task/Activity	Description	Remarks
<input checked="" type="checkbox"/>	Set content posting schedule	Created a schedule for social media posting and checked the best time to post.	Completed
<input checked="" type="checkbox"/>	Navigate analytics	Used contacts funnel report and customer acquisition cost.	Completed
<input checked="" type="checkbox"/>	Improve client's mobile SEO	Produced a high-quality content and optimized images.	Completed
<input checked="" type="checkbox"/>	Recommend the client's products	Used email marketing to promote the products.	Completed
<input checked="" type="checkbox"/>	Social media audit	Checked benchmarks and reviewed social media audits every Friday.	Completed
<input checked="" type="checkbox"/>	Manage customer relationships	Used a software for CRM (Customer Relationship Management) and tried strategies to attract customers.	Completed



Daily Checklist

Multitasking is a skill that many people consider important. To help you stay on top of daily demands and tasks, a checklist is a simple yet practical tool. A [daily checklist](#) can contain anything from errands, activities, to reminders.

DAILY CHECKLIST

MONDAY	
TUESDAY	
WEDNSDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Template.net



Equipment Checklist

An [equipment checklist](#) is a must for any type of heavy machinery. This type of checklist serves different purposes too. From preventive maintenance to quality and safety assurance, it can help ensure the optimal operation of the equipment.

RF Monitors	[DESCRIPTION]	[PASS OR FAIL]
Alarm Systems	[DESCRIPTION]	[PASS OR FAIL]
Thermostat	[DESCRIPTION]	[PASS OR FAIL]
Pressure Sensors	[DESCRIPTION]	[PASS OR FAIL]
Others		

Specialized Equipment

Incubator	[DESCRIPTION]	[PASS OR FAIL]
Centrifuge	[DESCRIPTION]	[PASS OR FAIL]
Water Jet Cutter	[DESCRIPTION]	[PASS OR FAIL]
Others		

Verified and Checked by:

Employee Name:

Position:

Date Checked:

Event Checklist

An [event checklist](#) is a useful form for event planners and organizers. Whether it's a wedding, corporate event, or conference, a checklist helps keep you keep track of suppliers, event requirements, and other reminders. It's likewise important to include basic event details including the date, time, and location.

EVENT PLANNING CHECKLIST

[INSERT NAME OF EVENT]

Event Date: _____ Time of Event: _____

Event Location: _____

Purpose of the Event: _____

About the Event Plan:

What is the event all about?

Set budget for this event:

- [INSERT LOWEST BUDGET RANGE]
- [INSERT MID-LOWEST BUDGET RANGE]
- [INSERT AVERAGE BUDGET RANGE]
- [INSERT MID-AVERAGE BUDGET RANGE]
- [INSERT HIGHEST BUDGET RANGE]

Sources of Funds for this Event:

- [INSERT FIRST SOURCE OF FUND FOR THE EVENT]
- [INSERT SECOND SOURCE OF FUND FOR THE EVENT]
- [INSERT THIRD SOURCE OF FUND FOR THE EVENT]
- [INSERT FOURTH SOURCE OF FUND FOR THE EVENT]
- [INSERT FIFTH SOURCE OF FUND FOR THE EVENT]
- [INSERT SIXTH SOURCE OF FUND FOR THE EVENT]

Officer-in-charge of the execution of this event: _____



Home Checklist

A [home checklist](#) can have a number of objectives. From new home inspection to house repair and renovations, a checklist keeps everything organized in a detailed list. The template below is a basic example of a new home inspection checklist.

NEW HOME INSPECTION CHECKLIST

DATE	ITEM	✓ / ✗	REMARKS
01/10/2029 Monday	Inspect Bath Tubs, Toilets, & Restroom Facilities	<input type="checkbox"/>	
01/10/2029 Monday	Examine HVAC Systems	<input type="checkbox"/>	
01/11/2029 Tuesday	Inspect Sump Pump; Its Battery & Current Condition	<input type="checkbox"/>	
01/11/2029 Tuesday	Inspect Kitchenware & Cooking Utensils	<input type="checkbox"/>	
01/12/2029 Wednesday	Inspect Lights & Electrical Wiring	<input type="checkbox"/>	
01/12/2029 Wednesday	Examine House Plumbing Installations	<input type="checkbox"/>	
01/13/2029 Thursday	Inspect Termite / Pest Infestations	<input type="checkbox"/>	
01/13/2029 Thursday	Test CCTV's & Smoke Alarms	<input type="checkbox"/>	
01/14/2029 Friday	Inspect Faucets & Sink Drains; Unclog	<input type="checkbox"/>	
01/14/2029 Friday	Inspect Water Tank & Water Storage	<input type="checkbox"/>	
01/15/2029 Saturday	Inspect Door & Window Frame	<input type="checkbox"/>	
01/15/2029 Sunday	Inspect Garage & Electrical Circuit Breaker	<input type="checkbox"/>	



Job Checklist

There are several types of [job checklists](#). New hire checklists, job application checklists, employee onboarding checklists, and job assessment checklists are just some of the most common types. They help you stay on track with your various tasks and job requirements.

JOB APPLICATION CHECKLIST

THINGS TO DO	NOTES
Customize cover letter.	
Verify your contact details to make sure if they are correct, legibly written & properly spaced.	
Choose an appropriate picture for your resume.	
Check names of previous employers if they are spelled correctly & the employment dates are right.	
Make sure your qualifications are accurately detailed, readable & understandable.	
Avoid using acronyms on your resume that don't make sense.	
When filling out an application form, avoid leaving blanks & put "not applicable" instead.	
Proofread your resume & make sure it's error-free before you submit it.	
Choose a professional subject line & email address.	
Make multiple copies of your updated resume.	
Be realistic & avoid specifying high salary requirements.	
Inform the people you included in your character references.	



Legal Checklist

Not everyone is familiar or well-versed with legal jargon. A [legal checklist](#) does not only help legal professionals; it benefits non-lawyers as well. Whether it's a legal contract or a court lawsuit, stay on top of things with a comprehensive legal checklist.

• Tax Laws		
• Commercial and Real Property Laws		
Agreements and Contracts		
Written/printed important agreements		
Provisions in the company's standard form contract states the limits of the company's liabilities		
Attorney's fees in each contract		
Changes to the contract is done in writing		
Record Keeping	YES	NO
Record of all income and expenses		
All contracts and agreements		
All employee records		
Tax filings		
Corporate Minute Book	YES	NO
Articles of Incorporation with authorized number of shares		
Copy of the Articles in the Minute Book		
Copy of the Bylaws in the Minute Book		
Minutes for all meetings of shareholders		
Minutes for all meetings of directors		
Minutes of annual shareholder meetings		
Written consents of shareholders and directors		
Stock Matters	YES	NO
Current stock ledger		
Compliant (in Securities Law) sales of stocks		
Sale of stocks authorized by Board of Directors		

Induction Checklist

Induction ceremonies are important formal events. Organizing a successful ceremony means keeping everything in check- from the preparations down to the program. Making use of an [induction checklist](#) is a simple way to stay on top of your event plans and tasks.

Poly & Co.

5161 W 164th St, Brook Park, OH 44142
polynco@youremail.com | 222 555 7777

Induction Checklist

Date: May 27, 2073

Prepared by: **Kara Louise**

Prepared for: **Mike Bowers**

Email: **mikebowers@youremail.com**

TASK	DEADLINE
<input type="checkbox"/> Employment Checks & Documentation	June 2, 2073
<input type="checkbox"/> Meeting with Manager	June 2, 2073
<input type="checkbox"/> Introduction to the other employees	June 2, 2073
<input type="checkbox"/> Tour of the facilities	June 2, 2073
<input type="checkbox"/> Sign in and Sign out procedures	June 2, 2073

Notes

1. Ensure that employees integrate well into their new organization.
2. Understand more about their role.

Checklist Uses, Purpose, Importance

A checklist can serve different purposes. It's a highly versatile form and can be used for both personal and professional reasons.

Promotes Organization

A checklist helps you organize your information better. Creating an organized list of things to do or accomplish can help ensure that you get the job done.

Promotes Efficiency

Unlike other more complicated forms or documents, a checklist is more simple and straightforward. It promotes efficiency, ease, and convenience.

Management Tool

A checklist is a simple and practical way to manage tasks and other important requirements. It encourages and promotes better management of one's activities and agenda.

Verification Tool

A checklist is an efficient way to authenticate or verify data. Whether it's a medical checklist, punch list, or inspection checklist, validation or confirmation of data is always a necessary step.

What's in a Checklist? Parts?

Title

A checklist should always have an appropriate title. It can be as short as a simple phrase.

List of Items

It is best to arrange the list of items in a particular order. Whether it's chronological or by order of importance, it would be more organized and helpful to the reader if it's arranged properly.

Remarks

The remarks should be indicated right beside each item. Whether an item is pending or accomplished, it must be duly noted.

Checklists Anatomy

Title

List of Items

Remarks

CHECKLIST		
DAILY CHECKLIST FOR [INSERT SUBJECT/PURPOSE OF THIS CHECKLIST] [INSERT DATE]		
Schedule	Tasks	Remarks
7:00 AM	<input type="checkbox"/> [INSERT FIRST TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT SECOND TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT THIRD TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME]	
8:00 AM	<input type="checkbox"/> [INSERT FIRST TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT SECOND TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT THIRD TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME]	
9:00 AM	<input type="checkbox"/> [INSERT FIRST TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT SECOND TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT THIRD TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME]	
10:00 AM	<input type="checkbox"/> [INSERT FIRST TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT SECOND TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT THIRD TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME]	
11:00 AM	<input type="checkbox"/> [INSERT FIRST TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT SECOND TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT THIRD TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME]	
12:00 PM	<input type="checkbox"/> [INSERT FIRST TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT SECOND TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME] <input type="checkbox"/> [INSERT THIRD TASK IN BRIEF DETAIL FOR THIS SCHEDULED TIME]	

How to Design a Checklist?

1. Choose a [checklist size](#).
2. Decide on the purpose of the checklist.
3. Pick a [checklist template](#).
4. Give the checklist a title.
5. Enumerate the items or tasks.
6. Arrange or review the item list then download.

How to Design a Checklist?

STEP
01

Choose a checklist size.

Decide on the purpose of the checklist.

STEP
02

STEP
03

Pick a checklist template.

Give the checklist a title.

STEP
04

STEP
05

Enumerate the items or tasks.

Arrange or review the item list then download.

STEP
06

You can also refer to these useful articles on how to create checklists in other file formats:

- [How to make a checklist in Microsoft Word](#)
- [How to make a checklist in Microsoft Excel](#)
- [How to make a checklist in Google Docs](#)
- [How to make a checklist in Google Sheets](#)

Checklist vs. To-Do List

A checklist is a form or document that contains a list of items arranged in a particular order.

A to-do list is more of a task-based list that can be used for all types of purposes—both personal and professional.

What's the Difference Between a Checklist, Survey, and Questionnaire?

A checklist is a simple list that enumerates different tasks or items that need to be done or accomplished.

A survey is a form that is used for data collection and research purposes.

A questionnaire is a document that provides a set of questions for respondents to answer or give feedback.

Checklist Sizes

Checklists can come in various sizes. It is highly versatile and easily customizable. The following are some of the most common checklist sizes available.

- US letter size (8.5×11 inches)
- A4 size (8.27×11.69 inches)

Checklist Sizes

TYPE OF DOCUMENT	SIZES
US Letter Size	8.5 × 11 inches
A4 Size	8.3 × 11.7 inches

Checklist Ideas and Examples

Checklists come in all shapes and sizes. They can have different objectives as well. If you're looking for [checklist ideas](#), feel free to check out the following examples to get started.

- Checklist Ideas and Examples
- Household Checklist Ideas and Examples
- Management Checklist Ideas and Examples
- Agency Checklist Ideas and Examples
- Medical Checklist Ideas and Examples
- Company Checklist Ideas and Examples
- Nanny Checklist Ideas and Examples
- Performance Checklist Ideas and Examples
- Assessment Checklist Ideas and Examples
- Office Checklist Ideas and Examples

FAQs

What should be included in a checklist?

A checklist should have a title and a list of tasks or requirements.

What are the five key elements of an effective quality control checklist?

The five key elements of an effective quality control checklist are product requirements, packaging requirements, product testing, defect classification, and team collaboration.

What is preventive checklist in machinery?

A preventive checklist helps minimize risk and ensures safety for using heavy equipment or machinery.

What is a data checklist?

A data checklist is used to validate or confirm data in research and other similar fields.

Why are checklists more functional?

Checklists are more functional because they are more organized, straightforward, and relatively easier to make.

What is a checklist in assessment?

An assessment checklist can be used to measure performance in school or the workplace.

What is observation checklist and how is it done?

An observation checklist is done to note or record important findings.

What is checklist method in education?

A checklist is a practical methodical tool that can be used to gauge learning and development in students and teachers.

How to make a checklist in Excel?

The easiest way to make a checklist in Microsoft Excel is by using ready-made templates in the application.

Why are checklists so powerful?

Checklists are simple yet efficient tools for organizing information or tasks.