FolarraStudio

General Contractor Project Binder

plan · build · deliver

PRINTABLE · SCHEDULE, SUBS & CHANGE ORDERS

This Binder Belongs To

for general contractors and builders

COMPANY _____

OWNER _____

LICENSE NO. HINT _____

PHONE / EMAIL _____

YEAR _____

How to use this binder

- Print the whole planner once, then print extra copies of the pages you use most, such as the Overview and Schedule pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Open one project overview per job and keep subs, schedule and change orders current.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My building word

Why I build

Contents

tap a title in the digital planner to jump to it

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Project Overview

one project per page

PROJECT _____ CLIENT _____

ADDRESS _____ CONTRACT VALUE _____

START _____ FINISH _____

Scope

Permits

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Key dates

Project Schedule

phase by phase

PHASE	SUB	START	FINISH	DONE
Demo				☐
Foundation				☐
Framing				☐
Roofing				☐
Plumbing rough				☐
Electrical rough				☐
HVAC				☐
Insulation				☐
Drywall				☐
Finishes				☐
Final clean				☐

Subcontractor List

who is on the job

TRADE	COMPANY	PHONE	INSURANCE	CONTRACT

Change Order

signed before work

PROJECT _____ CO NO. _____

DATE _____ AMOUNT _____

Change

Reason

Signatures

Daily Site Log

who, what, weather

DATE	WEATHER	CREW / SUBS	WORK DONE

Inspection Tracker

pass before you cover

INSPECTION	DATE	INSPECTOR	RESULT

Payment Draws

billing schedule

DRAW	MILESTONE	AMOUNT	BILLED	PAID
			☐	☐
			☐	☐
			☐	☐
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			☐	☐

Punch List

before handover

ITEM	ROOM	SUB	DONE
			☐
			☐
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Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this binder makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

- For personal use. You may print as many copies as you need for yourself and your family.
- Please do not resell or upload the files elsewhere. To share, send the link to folarrastudio.com.
- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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