

Before-demolition planning workbook

Review unresolved items with the project team before setting a demolition date. This workbook brings the readiness review, decision calendar, materials watchlist and concealed-condition record into one place. It is an owner planning aid, not permission to begin work or a technical safety procedure.

Type into the form fields or print a blank copy. Save the downloaded PDF after entering your information. Entries are not sent anywhere. Use short notes in each field; add a separate sheet for longer records.

Original RCP planning worksheet. Use the responsible professionals and agencies to confirm requirements for the actual property and scope. A completed worksheet is not a permit, approved design or authorization to start work.

Project details

Project / property city

Prepared with / next review

1. Pre-demolition readiness review

Use one progress status for each item: Confirmed / Needs investigation / Open decision / Not applicable. For every unresolved item, name the responsible person and next action. Record why an item is not applicable. A completed row does not override a separate start blocker.

Scope, keep/remove plan and exclusions

Decision or evidence

Responsible person

Status

What blocks starting

Next action

Plans, permits and required clearances

Decision or evidence

Responsible person

Status

What blocks starting

Next action

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Hazard assessment and exact work classification

Decision or evidence

Responsible person

Status

What blocks starting

Next action

Living arrangements, access and protection

Decision or evidence

Responsible person

Status

What blocks starting

Next action

System layouts and trade coordination

Decision or evidence

Responsible person

Status

What blocks starting

Next action

Critical product dimensions and delivery

Decision or evidence

Responsible person

Status

What blocks starting

Next action

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Change authorization and contingency process

Decision or evidence

Responsible person

Status

What blocks starting

Next action

Inspection and close-up checkpoints

Decision or evidence

Responsible person

Status

What blocks starting

Next action

2. Decision calendar

Work backward from the dependent activity. Separate a target date from a supplier-confirmed date and record what a later change would affect. Decision categories describe timing; the progress status belongs in the readiness review.

2. Decision calendar / record 1

Decision

Decision category: before demolition / investigate with a plan / before dependent work

Dependent work

Information required

Approver

Target decision date

Confirmed delivery / date and confirming source

Change impact

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2. Decision calendar / record 2

Decision

Decision category: before demolition / investigate with a plan / before dependent work

Dependent work

Information required

Approver

Target decision date

Confirmed delivery / date and confirming source

Change impact

2. Decision calendar / record 3

Decision

Decision category: before demolition / investigate with a plan / before dependent work

Dependent work

Information required

Approver

Target decision date

Confirmed delivery / date and confirming source

Change impact

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3. Materials watchlist

Confirm the specification and related dimensions before releasing an order. Track owner-purchased products too. Record a quoted lead time as an estimate until the supplier gives the relevant confirmation.

3. Materials watchlist / record 1

Product / system	Final specification / model
Dimensions confirmed - by whom and reference	Required on site
Supplier-confirmed lead time / confirmation date	Substitution allowed - conditions and approver
Storage / protection	Owner / order responsibility
Dependent work	Delivery check - correct item, damage / missing parts, follow-up owner

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3. Materials watchlist / record 2

Product / system

Final specification / model

Dimensions confirmed - by whom and reference

Required on site

Supplier-confirmed lead time / confirmation date

Substitution allowed - conditions and approver

Storage / protection

Owner / order responsibility

Dependent work

Delivery check - correct item, damage / missing parts, follow-up owner

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3. Materials watchlist / record 3

Product / system	Final specification / model
Dimensions confirmed - by whom and reference	Required on site
Supplier-confirmed lead time / confirmation date	Substitution allowed - conditions and approver
Storage / protection	Owner / order responsibility
Dependent work	Delivery check - correct item, damage / missing parts, follow-up owner

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4. Discovery and change record

Record a concealed condition and route it to the appropriate professionals. Stop affected work if needed and have the responsible team make the area safe. Agree on the response and required authorization before changed work proceeds. This record does not replace the contract, inspections or professional safety decisions.

4. Discovery and change record / record 1

Observation / location / photo references

Qualified assessment - person, findings and reference

Price adjustment - proposal and reference

Written authorization - approver, date and reference

Immediate protection / hold point - responsible person

Scope / design / permit options

Schedule effect - affected activities and revised dates

Updated drawing / order / schedule references

4. Discovery and change record / record 2

Observation / location / photo references

Qualified assessment - person, findings and reference

Price adjustment - proposal and reference

Written authorization - approver, date and reference

Immediate protection / hold point - responsible person

Scope / design / permit options

Schedule effect - affected activities and revised dates

Updated drawing / order / schedule references