KIT 08 · JOB SPIN-UP

Job Spin-Up

A new job starts the same way every time — in 48 hours.

10-MINUTE SETUP EXCEL OR GOOGLE SHEETS UPDATED OCT 2026

01 WHAT THIS KIT PROTECTS

Most job problems are set up in the first week: no permit, no budget, no sub pack, no billing contact. The 18-step checklist makes the first 48 hours boring, which is exactly what you want.

02 WHAT THE AUTOMATION WATCHES

- Jobs with an incomplete startup checklist
- Permits not posted
- First pay app not scheduled

03 YOUR FILES

Workbook	Playbook	Setup guide
Jobs · Startup checklist · Job List Starter	This document — setup, ladder, emails	Deadline-365-Document-Pack.pdf

04 SET UP IN 10 MINUTES

1. Add the job to the Jobs tab.
2. Copy the 18 checklist rows and assign an owner to every line.
3. Set the due date for each line — most are day 1 or day 2.
4. Do not release to the field until every line is Done or N/A.
5. Book the first pay app date before the kickoff meeting ends.

05 WHAT CHANGES

DAY ONE	WEEK ONE	MONTH ONE	QUARTER ONE
The job record exists before the kickoff invite.	All 18 startup lines have a named owner.	No job starts without a permit, budget or sub pack.	Every job starts the same boring way.

Included with every Deadline 365 account. Nine workbooks, eight playbooks and the verified 57-jurisdiction rule set. Free accounts run every check in the app and see every result; email sending and extra recipients are Radar and All 8 features.

06 THE RHYTHM

WHEN	WHAT YOU DO	WHAT THE AUTOMATION DOES
Day 0	Job added	Creates the checklist
Day 1	Permit and insurance	Flags anything not done
Day 2	Kickoff	Confirms every owner and date
Weekly	Open items	Reports anything still not done

07 THE LADDER

TRIGGER	ACTION	WHO
Day 0	Contract and job record	PM
Day 1	Permit, insurance, sub pack	PM + safety
Day 2	Budget, schedule, kickoff	PM
Day 3	Field release	Ops

08 THE EMAILS

Kickoff — {project} on {date}

Hi team, kickoff for {project} is {date} at {time}. Before then: permit applied, sub pack complete, budget loaded, and the first pay app date booked. The checklist is attached.

Startup incomplete — {project}

Hi {name}, {project} cannot be released to the field until these startup items are closed: {list}. Owner and due date are on the checklist.

09 GUARDRAILS

- A job that starts without a budget never catches up.
- The first pay app date is set before mobilisation, not after.
- Every checklist line needs one named owner. Shared ownership is no ownership.

Your next step. Open Deadline-365-Document-Pack.pdf, connect this workbook on the Connect page, and turn on the Job Spin-Up check. Stuck? support@thermoneural.com answers in one business day.