



Construction AI Prompt Library

**Ready-to-use prompts for project management,
documentation, cost control, and safety**

Construction-focused accounting, tax, and advisory services
North Royalton, Ohio

COMPILED BY MC4 CPA, LLC

Project Management & Planning

Prompts for scheduling, planning, and coordinating construction work.

- 1** Act as an experienced construction superintendent. Create a detailed daily work plan for a [project type] project currently in the [phase] phase. Trades on site: [list trades]. Crew sizes: [if known]. Weather forecast: [conditions]. Include work activities by trade, sequencing and dependencies, safety considerations, material and equipment needs, and risks that could impact productivity.
- 2** Act as a construction project manager. Create a two-week look-ahead schedule for a [project type] project in the [phase] stage. Include key tasks by trade, required inspections or approvals, critical path activities, coordination risks, and common causes of delay.
- 3** Explain the correct construction sequencing for [specific scope of work]. Include pre-work requirements, inspections, trade handoffs, common mistakes, and best practices to avoid rework.
- 4** Create a structured agenda for a weekly construction coordination meeting including safety review, schedule status, RFIs, coordination conflicts, action items, and accountability.

Documentation, Reporting & Administration

Prompts for reports, RFIs, incidents, and field documentation.

- 1** Using the notes below, draft a professional daily construction report suitable for owner review. Organize by work completed, workforce counts, weather, inspections, delays, and planned work. Notes: [paste notes].
- 2** Draft a factual, non-biased construction incident report for the following situation: [description]. Include date, time, location, individuals involved (titles only), corrective actions, and preventative measures. Do not assign fault.
- 3** Draft a clear and concise RFI regarding the following issue: [issue]. Include background, drawing/spec references, the specific question, and potential schedule or cost impact.

Cost Control & Financial Management

Prompts for change orders, budgets, and financial risk.

- 1 Draft a detailed change order narrative for additional work involving [scope]. Include the reason for change, scope description, labor/material/equipment drivers, and potential schedule impact in owner-friendly language.
- 2 Analyze potential budget risks for a [project type] project in the [phase] phase. Identify high-risk cost categories, early warning signs, mitigation strategies, and documentation best practices.
- 3 Provide value engineering options for [system or trade] while maintaining code compliance and performance. For each option include cost impact, pros and cons, and associated risks.

Safety & Compliance

Prompts for job hazard analysis, toolbox talks, and safety documentation.

- 1 Create a job hazard analysis (JHA) for the following construction task: [task]. Break down the task into steps, identify hazards, required PPE, control measures, and emergency considerations.
- 2 Create a five-minute toolbox talk for construction workers on [safety topic]. Keep it practical, field-focused, and end with discussion questions.

Workforce & Subcontractor Management

Prompts for managing crews, subcontractors, and schedule recovery.

- 1 Help document ongoing subcontractor performance issues related to [issue]. Include objective observations, missed commitments, schedule impacts, and requested corrective actions in a professional tone.
- 2 Create a schedule recovery plan for a construction project delayed due to [cause]. Include resequencing options, staffing or overtime considerations, and risks associated with acceleration.

Owner & Client Communication

Prompts for project updates, delay explanations, and client correspondence.

- 1 Write a concise weekly project update for an owner. Include overall project status, key accomplishments, current risks, and upcoming milestones in non-technical language.
- 2 Draft a professional explanation of a construction delay caused by [reason]. Focus on facts, mitigation efforts, schedule impact, and next steps.

Executive & Business Operations

Prompts for SOPs, KPIs, and business process documentation.

- 1 Create a standard operating procedure (SOP) for the following construction process: [process]. Include purpose, step-by-step workflow, roles and responsibilities, and common mistakes to avoid.
- 2 Recommend key performance indicators (KPIs) for a construction company. Explain what each KPI measures, why it matters, and how often it should be reviewed.

BEFORE YOU USE THESE

All AI-generated outputs should be reviewed by qualified professionals before use. Replace every bracketed field with your own project detail, and never paste confidential contract or employee data into a public AI tool.

About This Guide

This prompt library was compiled by MC4 CPA, LLC as a practical resource for construction contractors exploring AI tools. The prompts are designed to help teams save time, improve documentation, and support better decision-making.

All AI-generated outputs should be reviewed by qualified professionals before use. MC4 CPA assumes no liability for decisions made based on AI-generated content produced using these prompts.

AI tools evolve rapidly. The effectiveness of these prompts may vary depending on the platform used and how inputs are structured. We recommend testing and refining prompts to fit your specific workflows.

QUESTIONS?

Reach out to us at info@mc4cpa.com or visit mc4cpa.com.



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