

Field report

One report per site visit. Send it to the owner and the contractor.

Report no.

Project

Visit date

Time on site

Weather

Temperature (°F)

Prepared by

Sent to (distribution)

People and trades on site

Trade, role and head count

Work in progress

What is under way, area by area

Observations

Where it is, then what you saw. One photo ref per observation.

No.	Location	Observation	Photo ref
	room, grid or sheet	what you saw	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Field report, continued

Project

Report no.

Items that need action One action per row, with who owns it and when it is due.

No.	Location	Description <small>what to do</small>	Trade or party	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Status: Open, In progress, Ready for review, Closed.

Photo log The photo number, for example P07 01, and what it shows.

Photo ref	Description

Next visit

Signature

Date