Site visit report

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

Visit no.

Project

Visit date

Time on site

Weather

Temperature (°F)

Visited by

Purpose of visit

Sent to (distribution)

People present

Contractor, trades with head count, owner, consultants

Work in progress

What is under way, area by area

Observations by area

The area, what you saw, the type and one photo ref.

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

Type: Progress, Differs from drawings, Question, Note.

Site visit report, continued

Project

Visit no.

Items from the last visit

Check each open item first. Keep its number from the last report.

No.	Location	Item from the last visit	Status now	Note

New items that need action

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

No.	Location	Description what to do	Trade or party	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					

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

Photo log

The photo number, for example P05 01, and what it shows.

Photo ref	Description

Next visit

Signature

Date