

Site visit report

PROJECT DETAILS

PROJECT NAME

PROJECT REFERENCE / FILE NO.

LOCATION

DATE

TIME

VISIT NUMBER

PREVIOUS VISIT

ATTENDEES

DESIGN TEAM

CONTRACTOR / SITE FOREMAN

CLIENT / DEVELOPER

SUBCONTRACTORS / OTHERS

GENERAL PROJECT STATUS

PHASE

Foundations Structure Envelope Services / MEP Finishes Handover

PROGRESS AGAINST PLAN / GENERAL OBSERVATIONS

Site visit report

ISSUES & POINTS REVIEWED

For each item: where it is (location), what's happening (description), and what needs doing (action), with responsible party and status.

1	LOCATION (ROOM / PLAN)	REQUIRED ACTION
	DESCRIPTION	
	RESPONSIBLE / TRADE	STATUS
		<input type="checkbox"/> Open <input type="checkbox"/> Closed
2	LOCATION (ROOM / PLAN)	REQUIRED ACTION
	DESCRIPTION	
	RESPONSIBLE / TRADE	STATUS
		<input type="checkbox"/> Open <input type="checkbox"/> Closed
3	LOCATION (ROOM / PLAN)	REQUIRED ACTION
	DESCRIPTION	
	RESPONSIBLE / TRADE	STATUS
		<input type="checkbox"/> Open <input type="checkbox"/> Closed
4	LOCATION (ROOM / PLAN)	REQUIRED ACTION
	DESCRIPTION	
	RESPONSIBLE / TRADE	STATUS
		<input type="checkbox"/> Open <input type="checkbox"/> Closed
5	LOCATION (ROOM / PLAN)	REQUIRED ACTION
	DESCRIPTION	
	RESPONSIBLE / TRADE	STATUS
		<input type="checkbox"/> Open <input type="checkbox"/> Closed

INSTRUCTIONS, NEXT VISIT & SIGNATURE

INSTRUCTIONS ISSUED BY THE DESIGN TEAM

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NEXT VISIT (DATE)	NAME OF REPORT AUTHOR	SIGNATURE