



# Site visit report

Professional template · fill in by hand or on screen

## 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



## ISSUES & POINTS REVIEWED

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

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

NEXT VISIT (DATE)

NAME OF REPORT AUTHOR

SIGNATURE