ARQUIFLOW

Setting-out record

> A guide template: it follows no format set by any authority. On public works, the record also follows the contract and its regulation; adapt it to your project.

Project details	
Project Name and location, as they appear in the project.	
Contract or commission On public works, the contract and the date it was formalised; on private works, the commission and the developer.	
Date and place Day, time and place of the setting-out check.	

Attendees
Works management team Who attends for the works direction and the construction direction, with their role.
Contractor The building contractor and who represents it at the check.
Other attendees On public works, who attends for the administration's department in charge of the works; on private works, the developer or their representative.

Check
Geometric features Alignments, levels, heights and reference points checked on site against the project drawings.

Check

Availability of the land

Whether the land needed is available to occupy and start the works.

Viability of the project

Whether the project can be built as it stands, or which point may affect its execution.

Result

Conformity

Whether the setting-out conforms to the project documents, with the detail of each difference.

Reservations and remarks

The reservations or remarks the contractor makes, in their own words.

Start of the works

Whether the start is authorised or suspended, and why.

Closing

Annexes

Sketches, setting-out drawings or photos of the reference points attached.

Signatures

Name, role and signature of each party who signs the record.