

Site instruction sheet

A guide template for an instruction sheet: it is not the works' Orders and Attendance Book (Libro de Órdenes y Asistencias) and does not replace it. Use it to prepare each instruction and keep a record of them.

Project details	
Project Name and location, as they appear in the project.	
Orders book The number of the works' book and the page where the instruction is entered.	
Date The day the instruction is given and, if during a visit, the visit number.	

The instruction	
Given by The works director or the construction director, by name.	
Addressed to The building contractor, the subcontractor or the professional who must carry it out.	
Instruction What is asked, where and to what standard, in short, unambiguous sentences.	
Deadline The date or the time allowed to carry it out, if any.	

References

Project documents

The drawings, details or items of the project the instruction refers to.

Photos

The reference of each attached photo and the part of the instruction it shows.

Signatures

Professional's signature

Name and signature of whoever gives the instruction.

Acknowledged

Name and signature of whoever receives it for the contractor, as acknowledged.