

Site visit record

A guide template: it follows no format set by any authority. Adapt it to your project and to the way your studio works.

Project details

Project

Name and location, as they appear in the project documents.

Client

Name of the person or organisation promoting the works.

Visit

Visit number, date, and arrival and departure times.

Attendees

Works management

Who attends for the project architect and the site supervisor, with their role.

Contractor

The building company and who represents it at the visit: site manager, foreman.

Other attendees

The client, subcontractors, the health and safety coordinator or other consultants present.

State of the works

Current phase

The phase or the work packages under way on the day of the visit.

Estimated progress

Share of the works completed in the works management's estimate, pending a measurement.

State of the works

Work since the last visit

What has been built since the previous record.

Observations and instructions

Observations

What was seen on the visit, one observation per line, with its location.

1	
2	
3	
4	
5	
6	
7	
8	

Instructions

What is asked of whom and, where relevant, by when.

1	
2	
3	
4	
5	
6	

Photos

The reference of each attached photo and the observation it belongs to.

Closing		
Next visit The planned date of the next visit, if it is already set.		
Signatures Name, role and signature of each attendee who signs the record.		