

Site inspection checklist

A site walk is worth doing only if it produces a record. This checklist covers the conditions that change daily, in an order that follows how you actually walk a job: in from the gate, through the work areas, and out past the perimeter.

Who runs it: Superintendent or site safety lead, daily. Many teams rotate it so a second set of eyes runs it weekly. When: Every working day, ideally at the same time so conditions are comparable across days.

Access and perimeter

- ☐ Perimeter secure and signage posted
Fencing intact, gates controlled, required signage legible and current. 2 photos required
- ☐ Site access routes clear and marked
Vehicle and pedestrian routes separated, no blocked egress, no undesignated parking in the work zone. 1 photo required

Housekeeping and protection

- ☐ Walkways clear of debris, cords and material
Trip hazards through the main paths, stair towers and landings. 2 photos required
- ☐ Openings, leading edges and shafts protected
Covers secured and labelled, guardrails complete, no removed section left open. 2 photos required
- ☐ Material stored, banded and out of the travel path
Stable stacks, nothing leaned against finished work, nothing overloading a deck. 1 photo required
- ☐ Finished work protected
Protection in place at floors, frames and installed casework in areas where trades are still working. 2 photos required

Environmental controls

- ☐ Erosion and sediment controls in place and functioning
Silt fence upright and keyed in, inlet protection clear, stabilised construction entrance intact. 2 photos required
- ☐ Dust and water control adequate for conditions
No uncontrolled dust off the site, no ponding or discharge leaving the property. 1 photo required
- ☐ Waste separated and containers not overflowing
Dumpsters covered where required, hazardous material stored and labelled separately. 1 photo required

Active work areas

- ☐ Work areas match the day's plan
Crews where they were scheduled; overlapping trades in the same space are noted, not ignored. 1 photo required
- ☐ Temporary power, lighting and equipment in serviceable condition
Cords off the ground and undamaged, GFCI protection in use, guards in place on equipment. 2 photos required
- ☐ Open items from the previous walk closed or carried with an owner
Yesterday's list reviewed on today's walk; anything still open gets a name and a date. 1 photo required