Site visit report

TEMPLATE

Who was there, what you saw, what was agreed, and who does what by when.

Project		**Site address**	
Date and time		**Weather**	
Visit by		**Visit no.**	

Attendees

Purpose of the visit

Progress observed

Health and safety observations

Next visit

Issues and actions

No.	Issue / observation	Action	Owner	Due

Sign-off

Signed	Name	Date

Site visit report

EXAMPLE

Who was there, what you saw, what was agreed, and who does what by when.

Project	Riverside Phase 2, Plots 10–14	**Site address**	Mill Lane, Leeds
Date and time	27 Nov 2026, 10:00	**Weather**	Dry, 6°C
Visit by	Alex Morgan	**Visit no.**	7

Attendees

A. Morgan (client's rep), J. Smith (site manager), M. Patel (decorating subcontractor)

Purpose of the visit

Monthly progress visit and pre-handover check of plots 10 and 11.

Progress observed

Plots 10–11: second fix complete, decorating 80%. Plot 12: plastering finished. Plots 13–14: roof tiled, windows in.

Health and safety observations

Scaffold tag at plot 13 out of date. Housekeeping good. All operatives in PPE.

Next visit

11 Dec 2026, 10:00

Issues and actions

No.	Issue / observation	Action	Owner	Due
1	Plot 10: snag list walk-round found 14 items (separate snag list).	Clear all items before handover	J. Smith	8 Dec
2	Plot 13 scaffold inspection tag expired 25 Nov.	Re-inspect and tag before use	Scaffold contractor	Today
3	Plot 11 kitchen worktop colour differs from the specification.	Confirm with client; replace if needed	A. Morgan	4 Dec

Sign-off

Signed	Name	Date