

Visitor Requirements for Construction Site Entry

Date: _____

Dear [Visitor's Name],

We are pleased to inform you that your visit to our construction site located at [Site Address] is scheduled for [Date of Visit]. To ensure a safe and efficient entry, please adhere to the following requirements:

Visitor Requirements:

- All visitors must sign in at the site office upon arrival.
- Please wear appropriate personal protective equipment (PPE), including hard hats, safety glasses, and high-visibility vests.
- Closed-toe shoes with slip-resistant soles are mandatory.
- Remain within designated visitor areas unless accompanied by a site representative.
- Do not take photographs or videos unless permission is granted.
- Observe all safety signage and instructions provided by site personnel.

If you have any questions or require further information prior to your visit, please do not hesitate to contact us at [Contact Information].

We look forward to your visit and appreciate your cooperation in keeping our site safe.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]