

Construction Site Preparation Checklist

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Company]

Subject: Site Preparation Checklist

Checklist Items:

- Obtain necessary permits and approvals.
- Conduct a site survey and soil testing.
- Clear vegetation and debris from the site.
- Establish site boundaries and fencing.
- Set up temporary utilities (water, electricity, etc.).
- Install erosion control measures.
- Designate storage areas for materials and equipment.
- Review safety protocols with all workers.
- Ensure accessibility for delivery trucks.
- Prepare a waste management plan.

Please confirm receipt of this checklist and acknowledge your commitment to completing these preparations prior to the start of construction.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]