

# Construction Site Preparation Checklist

Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

## Checklist Items

1. Obtain necessary permits and approvals
2. Conduct site assessment and surveys
3. Confirm utility locations and status
4. Establish safety protocols
5. Identify site access and logistics
6. Set up temporary facilities (e.g. office, restroom)
7. Order construction materials needed for the first phase
8. Schedule and coordinate site deliveries
9. Finalize site layout and marking
10. Ensure appropriate signage is in place

## Comments

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Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_