

Construction Site Preparation Checklist

Date: _____

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Preparation Checklist for Upcoming Construction Site

Checklist Items:

1. Obtain necessary permits.
2. Site access confirmation.
3. Installation of site signage.
4. Ensure utilities are disconnected or relocated.
5. Conduct site survey and mark boundaries.
6. Establish erosion control measures.
7. Verify safety protocols in place.
8. Review site-specific plans and specifications.
9. Arrange for waste disposal containers.
10. Coordinate with other subcontractors for shared access.

Please ensure all items are completed prior to the start of construction on [Start Date].

If you have any questions, do not hesitate to reach out.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]