Site visit report

Record who visited, what you saw and what happens next.

Project	
Site address	
Visit date	
Time on site	
Weather	
Attendees	
Purpose of visit	

Observations

No.	Area	What was seen	Action needed	Photo

Next visit

Notes

How to use this template

- Fill in the visit details before you leave the site.

- Write one observation per row, with the area and the action needed.
- Keep opinions out of observations; put them under Notes.
- Send the report to everyone listed under Attendees.