Site Visit Report Template

4th Dimension Architects

SITE VISIT REPORT

Project Information

Field	Details
Project Name	
Project Code	
Site Address	
Client	
Contractor	

Visit Details

Field	Details
Report No.	SVR-[Project Code]-[XXX]
Visit Date	
Visit Time	From: _____ To: _____
Weather	☐ Clear ☐ Cloudy ☐ Rain ☐ Hot
Prepared By	
Reviewed By	

Attendees

Name	Company	Role	Contact
	4th Dimension	Architect	
	[Contractor]	Site Engineer	
	[Client]	Representative	

Purpose of Visit

□ Regular progress check □ Quality inspection □ Issue resolution □ Client meeting □ Handover/completion □ Other: _____

Current Work Status

Overall Progress: [____]% Complete

Activity	Status	% Complete	Remarks
Site clearing	□ NS □ IP □ C	%	
Excavation	□ NS □ IP □ C	%	
Foundation	□ NS □ IP □ C	%	
Plinth	□ NS □ IP □ C	%	
Superstructure	□ NS □ IP □ C	%	
Brickwork	□ NS □ IP □ C	%	
Plastering	□ NS □ IP □ C	%	
Flooring	□ NS □ IP □ C	%	
Electrical	□ NS □ IP □ C	%	
Plumbing	□ NS □ IP □ C	%	
Painting	□ NS □ IP □ C	%	
Joinery	□ NS □ IP □ C	%	
External works	□ NS □ IP □ C	%	

NS = Not Started, IP = In Progress, C = Complete

Observations

1. General Site Conditions

Item	Status	Comments
Site cleanliness	□ Good □ Fair □ Poor	
Material storage	□ Good □ Fair □ Poor	
Safety measures	□ Good □ Fair □ Poor	
Labor strength	Adequate / Insufficient	

2. Quality Observations

[Describe quality of work observed, compliance with drawings/specifications]

Area	Observation	Drawing Ref	Status
			□ OK □ NI

☐ OK ☐ NI

☐ OK ☐ NI

NI = Needs Improvement

3. Deviations from Drawings

Item	Drawing Shows	As Built	Action Required

Issues & Concerns

Outstanding Issues from Previous Visit

Issue #	Description	Status	Remarks
		☐ Resolved ☐ Pending	
		☐ Resolved ☐ Pending	

New Issues Identified

#	Location	Issue Description	Priority	Action By	Due Date
1			☐ High ☐ Med ☐ Low		
2			☐ High ☐ Med ☐ Low		
3			☐ High ☐ Med ☐ Low		

Decisions Made

#	Decision	Decided By	Date
1			
2			

Instructions Given

#	Instruction	To	Due Date
1			
2			
3			

Clarifications Requested

#	Query	Drawing Ref	Response Required By
1			
2			

Photo Documentation

Photo #	Location/Description	Date/Time
P1		
P2		
P3		
P4		

[Attach photos at end of report]

Materials on Site

Material	Quantity	Quality Check	Remarks
Cement		☐ OK ☐ Reject	
Steel		☐ OK ☐ Reject	
Bricks		☐ OK ☐ Reject	
Sand		☐ OK ☐ Reject	
Aggregate		☐ OK ☐ Reject	

Next Steps

#	Action Item	Responsible	Target Date
1			
2			
3			

Next Site Visit

Scheduled Date: _____ **Purpose:** _____

Distribution

Name	Company	Email

Client

Contractor

4th Dimension (Principal)

4th Dimension (File)

Sign-Off

Prepared By:

Name: Designation: Date:

Acknowledged By (Contractor):

Name: Designation: Date:

4th Dimension Architects [Address] | [Phone] | [Email]