

Field Manager Checklist

Construction

CLOSING

Additional comments

textarea

Add photos of the job site

UPLOAD

Foreman signature

SIGNATURE

Signature of field manager

SIGNATURE

GENERAL

Date

DATE

2017-01-01

what is the total number of workers informed

Yes

No

Na

Is the total number of workers correct?

Yes

No

Na

Has the same been communicated to the superintendent?

Yes

No

Na

Is there any work being performed outside the original scope?

Yes

No

Na

Is the work order being completed for the same?

Yes

No

Na

Is one task being completed before moving on to other?

Yes

No

Na

Explain why, if not

textarea

Is there any trade holding us up?

Yes

No

Na

Explain, if yes

textarea

Have you suggested any ways to improve production?

Yes

No

Na

Explain

textarea

Have they been implemented?

Yes

No

Na

Is anything awaited from GC?

Yes

No

Na

Details

textarea

Have the production reports been reviewed?

Yes

No

Na

HOUSEKEEPING

Is general order of cleanliness acceptable?

Yes

No

Na

Is clean-up occurring regularly?

Yes

No

Na

Are working areas clean and tidy?

Yes

No

Na

Is there any debris or trash accumulated in work areas?

☐ Yes☐ No☐ Na

Are all materials stacked properly?

☐ Yes☐ No☐ Na

Are all materials stored properly?

☐ Yes☐ No☐ Na

SAFETY AND EQUIPMENT

Is the personal fall arrest system in good condition?

☐ Yes☐ No☐ Na

Are PPEs and hard hats being worn?

☐ Yes☐ No☐ Na

Are PPEs in good condition?

☐ Yes☐ No☐ Na

Are correct equipment and tools being used?

☐ Yes☐ No☐ Na

Are tools in good condition?

☐ Yes☐ No☐ Na

Is equipment tested and inspected regularly?

☐ Yes☐ No☐ Na

Is rolling scaffold used?

Yes

No

Na

Are the scaffolds well tagged?

Yes

No

Na

Do scaffolds have guard rails and close ends etc?

Yes

No

Na

ARE scaffold and lifts in good condition?

Yes

No

Na

Are scaffolds and lifts safe?

Yes

No

Na