SITE RECORD TOOL

Interior design site visit report

Use this form to record what was observed, the information used, required action, owner and due date. A visit record does not certify concealed work, continuous supervision, contractor safety, workmanship, quantities or compliance unless the signed appointment expressly assigns that service and authority.

Visit basis

Project / property		**Visit reference**		**Date and time**	
Prepared by / role		**Issued by / entity**		**Issue date**	
Attendees			**Areas visited**		
Visit purpose					
Current information					

Classify each entry

Record type	Use when	Minimum entry	Does not mean
Observation	A visible condition or progress state is recorded.	Location, fact observed, date, photograph or reference.	The work was accepted, certified or continuously watched.
Design query	Approved information is unclear or conflicts with site conditions.	Question, affected document, work at risk and response owner.	The contractor may choose a design solution without authority.
Action	A named party must provide information, correct work or coordinate an interface.	Required outcome, owner, due date and closure evidence.	Responsibility has transferred from the party named in the contract.
Potential change	The observation may affect scope, cost, time or procurement.	Reason, affected documents and change-record reference.	The change is priced, instructed or authorized.

SHEET 1

Observation and action log

Write one condition or action per row. Use exact locations and current document references. If access was limited, work was concealed or information was unavailable, record that limitation instead of assuming compliance.

ID	Location	Observation / question / action	Drawing, specification or sample basis	Type	Owner	Due	Status / closure evidence	Photo
SV-01								
SV-02								
SV-03								
SV-04								
SV-05								
SV-06								
SV-07								
SV-08								

ACCESS OR VISIBILITY LIMIT	List inaccessible rooms, covered work, untested systems, missing samples and information not available during the visit.
URGENT SAFETY CONDITION	Follow the responsible party's safety and emergency process immediately. This form does not create a safety-management appointment.
WORK AT RISK	Identify the affected activity and notify the party authorized under the contract. Do not imply that the report itself stops or instructs work.
CLOSEOUT	Use a dated photograph, revised document, test record, written response or reinspection. A reply saying done is not closure evidence.

SHEET 2

Photos, decisions and report closeout

Reference photographs to observation IDs, separate requests from authorized decisions, and issue the report to every party who owns an action. Preserve the original issue and record later closure rather than silently rewriting it.

Photo index

Photo	Observation ID	Location and direction	What the image records	File name / link	Date
P-01					
P-02					
P-03					
P-04					

Decision and change references

Reference	Question or potential change	Authorized response / separate record	Authority / role	Date	Documents revised
R-01					
R-02					
R-03					
R-04					

Issue and follow-up

Open actions		**Next visit / review**	
Report prepared by		**Date**	
Distributed to			
Distribution note	Receipt acknowledges issue of this record, not acceptance of responsibility, completed work, value or time effect unless the signed contract expressly says otherwise.		

Recurring visit index

Visit reference	Visit date	Purpose / stage	Actions opened	Actions closed	Oldest open due date	Next visit / review
SVR-01						
SVR-02						
SVR-03						
SVR-04						
SVR-05						
SVR-06						

BEFORE THE NEXT VISIT	Review overdue actions, required access, concealed-work notifications, samples, design responses and current document revisions.
WHEN CLOSING AN ACTION	Reference the evidence and closure date. Keep the original observation visible and do not delete late or rejected responses.
WHEN A PATTERN REPEATS	Escalate the recurring interface or information failure through the authority and notice process in the signed appointments.

Use note: adapt this report to the signed design, consultant and works appointments. The responsible professionals and contractors must define inspection, certification, safety, workmanship, quantity, payment and change authority for the actual project.