

**Pre-Site Attendance Check Sheet (Client to Complete)**

**Site Details**

Client/Company Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Postcode: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_

Site Contact Number: \_\_\_\_\_

Date of Works: \_\_\_\_\_ On Site Parking Available? Yes  No

Are there any restrictions for site access? \_\_\_\_\_

**Descriptions of Works**

**Important Notice – Our works WILL cause disruption to service!**

Description of Works Required: \_\_\_\_\_

Is the site ready for our works to be complete? Yes  No

Are the work areas easily accessible without access equipment? Yes  No

If not will access equipment be available (e.g. ladders to access the roof?) Yes  No  N/A

Will an electrician be available on site? Yes  No  N/A

Will other trades be available on site (if required)? Yes  No  N/A

Are there any additional factors which may interfere with the required works completion (time restraints etc..)? Yes  No  N/A

If yes please explain: \_\_\_\_\_

Is there any other information that we should be aware of:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_