



Project Manager Site Review Form

Form to emailed to operations@westcoastcomm.com

Project Name

Date

Name for Operations or
Lead completing document

Technician names on job

Site Contact

Are there any trades prohibiting us from moving forward/completing today's work?

Are the prints onsite updated by Technician?

Are the Technicians working from proper prints?

Any conversations with other trades to log today?

Did you ask the GC/local contact how we are doing?

Did the customer have any questions?

Does the customer have any future projects for us?

Any other work we can perform?

Technician

Vehicle check?

Is vehicle Clean/stocked/old parts?

Paperwork procedure being followed?

Pic's in order?

How is Technician's attitude on job?

Job cleanliness review

Job Info.

Are the prints onsite updated by Technician Are the Technicians working from proper prints?

Any conversations with other trades to log today?

Cable supported properly in ceiling?

Path ways for cable runs meet code?

Cabling labeled to match customer request?

As built being done?

Prints being marked up?