Job Site Checklist

A job site checklist for setting up and running a construction site safely and efficiently.

Site access and circulation

- [ ] Establish controlled entry and exit points.
- [ ] Install perimeter fencing and gates.
- [ ] Lay out temporary roads and vehicle routes.
- [ ] Designate parking and delivery zones.
- [ ] Mark pedestrian walkways separated from traffic.
- [ ] Confirm emergency vehicle access stays clear.

Temporary utilities

- [ ] Arrange temporary electrical power and distribution.
- [ ] Connect a temporary water supply.
- [ ] Install site lighting for work and security.
- [ ] Set up sanitation and waste facilities.
- [ ] Provide connectivity for the site office.
- [ ] Confirm all temporary connections are inspected and safe.
  Utility connections often have lead times — arrange them before mobilization day.

Storage and laydown

- [ ] Designate material laydown and staging areas.
- [ ] Provide lockable storage for tools and equipment.
- [ ] Protect materials from weather and damage.
- [ ] Organize storage by trade and sequence of use.
- [ ] Set up fuel and hazardous material storage safely.
- [ ] Position dumpsters and waste collection points.

Signage and identification

- [ ] Post the site name, contractor and emergency contacts.
- [ ] Display required safety and PPE signage.
- [ ] Mark hazards, restricted areas and barricades.
- [ ] Post permits and inspection notices where required.
- [ ] Add directional and traffic signage.
- [ ] Display the site map and assembly points.

Worker facilities

- [ ] Set up the site office and meeting area.
- [ ] Provide break areas and shelter.
- [ ] Install adequate restrooms and hand-washing stations.

- [ ] Provide drinking water and shade where needed.
- [ ] Stock first aid and emergency supplies.
- [ ] Set up a board for safety notices and schedules.

Security and housekeeping

- [ ] Secure the perimeter and lock up after hours.
- [ ] Control access with sign-in or badge procedures.
- [ ] Install cameras or lighting to deter theft.
- [ ] Keep walkways, stairs and exits clear of debris.
- [ ] Schedule regular cleanup and waste removal.
- [ ] Inspect the site daily for hazards and damage.