

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.