SITE survey. APP

SITE SURVEY REPORT

Construction submittal template

Prepared for	Construction submittal template (fictional completed example) (fictional)
Date	9 Oct 2026
Site	Construction submittal template (fictional completed example)
Prepared by	Example coordinator

FORM

Construction submittal template

1. Submittal details

Project or site	Example Office Refurbishment
Record reference	SUB-021
Record date	9 Oct 2026
Prepared by	Example coordinator
Reviewer or recipient	Example designer
Response required by	14 Oct 2026
Work package or location	Level 1 ceiling

2. Proposed material or document

Specification clause and revision	SPEC-C04 revision B
Drawing reference and revision	A-211 revision C

Items submitted 1: Ceiling tile

Item or product	Ceiling tile
Manufacturer or document author	Example manufacturer
Model or document reference	CT-600
Revision or issue date	Data sheet revision 2
Supporting document references	DS-CT600-02
Intended use or location	Level 1 office ceiling
Is a departure from the specification proposed?	No

3. Review record

Review status	Revise and resubmit
Review comments or decision evidence	Provide the current product evidence for the specified acoustic performance.
Review recorded from	Example designer

Review date	9 Oct 2026
Resubmission reference or planned revision	SUB-021 revision B planned

> Record the project reviewer's actual response and any conditions. This record does not replace the project's contractual approval or instruction procedure.

4. Next action

Next action or reason none is needed	Obtain the current data sheet and resubmit.
Action owner	Example coordinator
Action due date	12 Oct 2026
Reviewed by	Example reviewer
Reviewer acknowledgement	