SITE survey. APP

SITE SURVEY REPORT

Pre start meeting template

Prepared for	Pre start meeting template (fictional example) (fictional)
Date	9 Oct 2026
Site	Pre start meeting template (fictional example)
Prepared by	Example coordinator

FORM

Pre start meeting template

1. Meeting details

Project or site	Example Site
Record reference	PRE-001
Record date	9 Oct 2026
Prepared by	Example coordinator
Work package	Level 2 refurbishment
Planned start date	15 Oct 2026
Attendees and organisations	Example client lead and contractor supervisor
Meeting chair	Example project lead

2. Coordination record

Topics and decisions 1: Scope and drawings

Topic	Scope and drawings
Discussion and recorded decision	Use drawing A-220 revision D; superseded issue removed.
Supporting document reference	A-220 D
Is follow-up needed?	No

Topics and decisions 2: Programme and access

Topic	Programme and access
Discussion and recorded decision	Delivery slot awaits confirmation.
Is follow-up needed?	Yes
Follow-up action	Confirm booked access slot.
Action owner	Example logistics lead
Due date	12 Oct 2026
Topics recorded	2
Needing follow-up	1

Outstanding start constraints or none	Delivery access slot remains unconfirmed.

3. Distribution and follow-up

Minutes issued to	Named meeting participants
Record status	Open
Next action or reason none is needed	Review the recorded exception and retain the evidence.
Responsible person	Example supervisor
Reviewed by	Example reviewer
Reviewer acknowledgement	