

Construction Site Photo Checklist

Plan the photo set and capture useful context

OPTIONAL COMPANY STAMP / LOGO

PROJECT / JOB

SITE ADDRESS

DATE

RECORDED BY

COMPANY

WORK STAGE / ACTIVITY

LOCATION / UNIT / ELEVATION

1. Photo sequence

Tick every view needed for this work stage

- | | | | |
|---------------------------------------|--|---|---|
| ☐ Before work | ☐ During / concealed work | ☐ After work | ☐ Wide location view |
| ☐ Close detail | ☐ Scale / measurement | ☐ Label / batch number | ☐ Damage / issue |

2. Quality check

- | | |
|---|---|
| ☐ Sharp and well lit | ☐ Location is clear |
| ☐ Caption explains why | ☐ Original file retained |
| ☐ Privacy / site rules checked | ☐ Taken from a safe position |

3. What must the photos prove or explain?

4. Notes before taking photos

Tip: start with a wide location image, move closer to the relevant item, then take the detail. Keep annotated copies separate from originals.

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Photo index

OPTIONAL COMPANY STAMP / LOGO

Photo index

Use one line per image or photo group

PHOTO ID / FILE	STAGE	LOCATION	DESCRIPTION / PURPOSE

Storage and follow-up

JOB FOLDER / STORAGE LOCATION

FOLLOW-UP, PERSON RESPONSIBLE AND DUE DATE

COMPLETED BY

DATE / TIME