



First 30 Days Site Startup Checklist for Mobilization

First 30 Days Site Startup Checklist for mobilization control. Interactive checklist is commentable and can export as PDF/Excel, guiding access, welfare, utilities, permits, logistics, and reporting.

Project:
Date:
Filled by:

Site Access, Security & Traffic

1	Obtain signed site possession certificate from Employer/Engineer; verify boundaries against control survey (GNSS/total station). Acceptance: certificate signed; boundary variance ≤ 50 mm; attach survey extract and geotagged boundary photos.
2	Install temporary fencing ≥ 2.4 m high with posts ≤ 3.0 m centers and locked gates. Acceptance: under-fence gap < 50 mm; continuous photo record by chainage; daily lock log signed.
3	Implement separated entry/exit and one-way flow with barriers and cones; post 10 km/h speed limit. Acceptance: traffic plan approved per approved project specifications and authority requirements; day/night photos of reflective signage.
4	Erect mandatory signage: welcome board, emergency contacts, induction point, PPE zones at 1.5–2.0 m height. Acceptance: signs legible from ≥ 10 m; QR to induction tested; photos uploaded.

Temporary Facilities & Utilities

5	Position portable offices and welfare; level floors to ± 5 mm/m using laser; HVAC commissioned. Acceptance: snag list closed; interior photos; occupancy and cleaning schedules posted.
6	Commission temporary power: generator or utility supply with earthing. Acceptance: earth resistance $\leq 5 \Omega$ (earth tester record); 75% load test for 1 h; fuel log and lockout tags.
7	Provide potable water and sanitation. Acceptance: residual chlorine 0.2–0.5 mg/L (lab/strip test), pressure ≥ 300 kPa; toilet service schedule displayed; test certificates uploaded.
8	Install site data/communications: internet, phones, radios. Acceptance: Wi-Fi ≥ 20 Mbps down/5 Mbps up; radio coverage test log; backup router configured; network diagram filed.

Workforce Onboarding & Safety Systems

9	Conduct site induction for all personnel before access. Acceptance: 100% records with IDs/competencies; photo badges with expiry; signed induction forms stored; access list synced to gate control.
10	Schedule toolbox talks and daily pre-start briefings. Acceptance: attendance sheets signed; task-specific risks and controls documented; digital copies filed; corrective actions closed within 48 h.
11	Set first-aid and emergency readiness: stocked room, AED test, route plans. Acceptance: medical stock expiry > 6 months; stretcher access ≥ 1.2 m clear; drill time recorded and posted.
12	Implement access control: turnstiles or guard logs with badge scans. Acceptance: 5% random entry audits; visitor escort protocol; noncompliances closed within 24 h; access logs archived.

Logistics, Plant & Equipment

13	Demarcate laydown areas with 100 mm paint lines and signage; set delivery booking. Acceptance: slot time 30 min; queue length < 3 vehicles; yard map posted; photos uploaded.
14	Verify lifting equipment readiness. Acceptance: current inspections; SWL plates visible; ground levelled to ± 10 mm over 3 m; approved lift plans; spotter assigned and named in permit.
15	Inspect small tools and perform PAT testing. Acceptance: tags ≤ 6 months; serial-numbered inventory; quarantine failed items; photo of tag and tool stored.
16	Set up fueling with spill control. Acceptance: bunded tank $\geq 110\%$ capacity; spill kits every 50 m; drip trays in place; daily plant checklists uploaded; MSDS accessible.

Permits, Environment & Compliance

17	Activate permit-to-work system: hot work, excavation, height, confined space as applicable. Acceptance: permit board installed; live permits displayed; authority notifications filed; no permit, no work enforced.
18	Agree ITPs and first-month inspections with Engineer. Acceptance: 48 h notice protocol; inspection tracker live; signed hold-point releases filed; NCR workflow defined and communicated.
19	Install environmental controls. Acceptance: silt fence toe burial ≥ 150 mm; wheel-wash operational; dust/noise suppression plan posted; waste skips labeled; daily housekeeping photos logged.
20	Provide temporary drainage. Acceptance: ditches graded 1–2% fall; sumps covered; pumps run-tested 15 min; discharge locations approved; clean sediment traps when silt $\geq 50\%$ depth.

Documentation, Reporting & Planning

21	Prioritize submittals and RFIs. Acceptance: document control platform live; critical temporary works and materials submitted; RFI response target ≤ 3 working days; numbering agreed and posted.
22	Issue weekly startup report. Acceptance: progress photos, HSE stats, headcount, plant uptime included; distribution list confirmed; action tracker updated with owners and due dates.
23	Publish 2–4 week look-ahead. Acceptance: logic ties, access constraints, and permit dependencies shown; weekly updates; baseline vs actual variance flagged with reasons.
24	Register early risks and notices. Acceptance: delays/restrictions recorded; early warnings/notices issued within contract time bars; evidence attached; mitigations assigned with dates.

Temporary Facilities & Utilities

25	Handover required Engineer/Employer facilities. Acceptance: office, utilities, parking ready; snag list closed; signed handover certificate; meter readings and Wi-Fi speed test attached.
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Documentation, Reporting & Planning

26	Coordinate interfaces and track productivity. Acceptance: weekly interface meeting minutes; shared access windows agreed; output logs maintained; variance to targets $\leq 10\%$ or actioned.
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Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>First 30 Days Site Startup Checklist helps construction teams manage the critical first month after site access and mobilization. This practical startup plan focuses on early works execution and the first-month site setup needed to transition from award to controlled production. It defines clear actions for site possession, fencing, gates, signage, temporary offices and welfare, as well as reliable temporary utilities and data. It embeds safety routines, inductions, workforce records, and emergency readiness while organizing delivery control, laydown, and congestion management. The checklist also covers permits, inspections, environmental controls, temporary drainage, and authority compliance per approved project specifications and authority requirements. Document control, submittals, RFIs, and startup reporting are structured alongside look-ahead sequencing, early risk notices, and interface coordination to protect productivity. Use this as your live job aid: tick off tasks, attach photos and test results, leave comments, and export PDF/Excel—scan the QR to verify the latest controlled version.</p>	<p>1. Preparation: assign a checklist owner, brief discipline leads, gather latest drawings, survey control, permit templates, and test gear (laser level, earth tester, chlorine strips), ensure PPE issued, and confirm office network and photo storage are working. 2. Project setup: open the interactive checklist, set project name and start date, assign each item to a responsible person with due dates, and place printed QR codes at gate and office to access the live version. 3. Evidence capture: for each item, add timestamped, geotagged photos, test readings, certificates, and signatures. Use SI units, reference lot numbers, and link related permits, RFIs, or inspection requests. 4. Collaboration: during daily stand-ups, review open items, add comments, tag blockers, and escalate dependencies (permits, inspections, deliveries). Reassign tasks if dates or access conditions change. 5. Reporting: filter by status, discipline, or week; export to PDF/Excel for weekly startup reports; attach to meeting minutes; and share with the Engineer and Employer as required. 6. Sign-off and archiving: collect digital signatures from PM, HSE, and Engineer for completed items; lock the period record; verify QR code authentication; and archive to the document control system.</p>