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Temporary Facilities and Utilities Checklist | Mobilization

Temporary Facilities and Utilities Checklist as an interactive checklist, fully commentable and able to export as PDF/Excel for compliant temporary offices, welfare, power, water, drainage, and waste.

Project:
Date:
Filled by:

Administration and Compliance

1	Review permit register and authority portal to confirm approvals for temporary facilities and utility connections; upload signed permits, conditions, validity dates, and portal screenshots; record responsible engineer and contact details.
2	Complete capacity calculations based on peak workforce and peak utility loads; attach signed spreadsheets, assumptions, and approved layout; note any constraints and mitigation per approved project specifications and authority requirements.
3	Issue a scaled site layout drawing showing offices, welfare, stores, utilities, fire routes, and segregations; obtain HSE and Engineer stamps; upload PDF and geotagged photos validating clear access and separation distances.
4	Execute service agreements for cleaning, potable water, waste hauling, fuel, and generator maintenance; upload licenses, insurance, and service frequencies; record service-level KPIs and escalation contacts.

Offices and IT

5	Install site offices and meeting rooms on stable foundations; verify no rocking and smooth door/window operation; record level checks with spirit level or laser; upload interior photos and anchorage details.
6	Provide Engineer/Employer offices per contract; confirm room sizes match approved layout; tag furniture and equipment; upload asset register with serial numbers and acceptance sign-off by the Engineer.
7	Commission IT and communications: internet uplink, LAN, Wi-Fi, phones, and radios; upload speed test screenshots (Mbit/s), Wi-Fi coverage logs, channel plan, and radio call-test records; record outage contacts.
8	Calibrate printers/plotters; print A3/A1 test sheets; stock paper and toner with min/max levels; upload calibration pages, consumable inventory, and vendor support details.

Welfare and Medical	
9	Install toilets and wash areas with soap and drying; confirm unit counts per approved plan; post cleaning schedule; upload housekeeping logs, consumable par levels, and photo evidence of hygiene supplies.
10	Provide safe drinking water points; verify vendor certificates or TDS readings (mg/L) daily; ensure cup dispensers and spill trays; upload delivery notes, meter readings, and station photos.
11	Set changing and rest areas with shade and ventilation; record ambient temperature (°C) and airflow observations; upload fan/AC commissioning records and photos of seating and housekeeping.
12	Equip first aid/medical room with stocked kits, cot, eyewash, and fridge if required; post trained first-aider rota; verify clear stretcher route to gate; upload kit checklist and route photos.

Stores and Workshops	
13	Organize secure stores with racking labeled with safe working load (kN); segregate chemicals per SDS; provide spill trays; upload SDS sheets, storage photos, and inventory snapshots.
14	Commission tool rooms; tag tools; verify calibration certificates are valid; upload certificates, PAT testing logs, and a master list of due dates with responsible person assigned.
15	Set fuel/generator areas with bunding and spill kits; post refuelling SOP; maintain weekly inspection checklists; upload bund integrity photos, spill kit inventory, and inspection sign-offs.
16	Establish covered receiving area with pallets and moisture control for cement and consumables; implement barcode/QR tagging for traceability; upload delivery photos and tag scan logs.

Temporary Utilities and Services	
17	Install temporary power per approved single-line diagram; route cables overhead or protect crossings; label DBs and circuits; upload insulation resistance (MΩ) and earth resistance (Ω) test results.
18	Size and commission backup generator to peak load; test ATS transfer; record fuel autonomy (h) and noise level (dB(A)); upload load list, test video/photo, and signed commissioning sheet.
19	Provide task and area lighting to the approved plan; measure illuminance with a lux meter (lx) at workpoints; upload readings, locations, and maintenance schedule.
20	Commission temporary water: clean tanks, secure piping, and test pumps; record pressure (kPa) and flow (L/s) at the farthest outlet; upload leak test and flushing records.
21	Install temporary drainage and sewage; verify gradients, sumps, and pumps; confirm disposal arrangements; upload pump test logs, waste transfer manifests, and photos of protected outfalls.
22	Set up waste segregation with labeled bins; schedule collections; use licensed haulers; record weights per pickup (kg); upload weighbridge slips and monthly summaries.

Fire and Emergency	
23	Place fire extinguishers to hazard plan; update inspection tags; install alarm points, emergency signage, and muster maps; upload weekly test logs and geotagged photos.
24	Implement cleaning, maintenance, and replenishment program; set consumable min/max; schedule utility PMs in CMMS; upload signed rosters, PM checklists, and closed action items.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Temporary Facilities and Utilities Checklist helps construction teams mobilize quickly and safely by verifying temporary site facilities, utilities, and welfare arrangements. This practical guide covers temporary site facilities, contractor and employer/engineer offices, communications, temporary power, temporary water, drainage, waste, and emergency systems. It focuses on early execution so site operations start without bottlenecks, unsafe conditions, or authority compliance risks. You will confirm that offices are functional, IT and radios work, welfare and first aid are accessible, stores and workshops are organized, and that power, water, and drainage are sized for peak workforce and peak load, not average assumptions. The checklist also embeds cleaning, maintenance, replenishment, and evidence capture so you can defend decisions in audits and progress meetings. Use it to engage supervisors, HSE, and the Engineer in one coordinated review. Start in interactive mode to tick items, add comments, assign follow-ups, and export PDF/Excel with a QR-secured record.</p>	<p>1. Preparation: assemble approved layouts, permits, vendor contracts, asset registers, calibrated meters (lux, earth, insulation, pressure/flow), radios, PPE, and a camera. Brief supervisors and HSE on evidence requirements and roles. 2. Open the interactive checklist on a tablet or laptop. Create a new site record, set the target peak workforce and date, and invite relevant stakeholders. 3. Walk the site area-by-area. Tick items as completed, attach photos, meter readings with units, and reference drawings. Use geotagging where available. 4. Use comments to flag gaps, assign owners and due dates, and request Engineer input. Link actions to specific evidence and track closure. 5. When complete, generate an export to PDF/Excel with embedded photos, readings, and a QR code for authentication. Share drafts for review. 6. Sign-Off: capture digital signatures from Contractor, HSE, and Engineer. Distribute the final report, archive in the document control system, and schedule the next review.</p>