

SITEWORKS SAMPLE OUTPUT

Anonymised weekly project evidence pack.

Project: Five-unit residential conversion - South London region / anonymised demonstration

Prepared for	Owner or appointed adviser
Prepared by	L. S. Severus & Co. Limited
Record type	Owner-side operational visibility record
Boundary	Not a statutory certificate, instruction or professional sign-off

Control statement

SiteWorks converts agreed attendance, acknowledgements, notes, photographs, open issues and owner decisions into a controlled weekly record. No client names, property number, occupant details, supplier contacts or live photographs are included in this demonstration.

01 / REPORT CONTROL

Executive operating summary.

Area	Summary	Status
Progress	Internal works and staged close-out items recorded. Attendance captured through the agreed gateway.	Active
Blockers	One owner decision and one access sequence remain open.	Action
Evidence	Photographs indexed by date, location, category and linked issue.	Filed
Next focus	Confirm decisions, close access item and update the issue register.	7 days

Current control sheet

Record area	Current item	Position
Attendance	Gateway register for contractors, advisers and visitors.	Recorded
Acknowledgements	Site rules and risk acknowledgement presented where required.	Captured
Evidence	Photo sets linked to date, location and issue reference.	Review
Issues	Open blockers and owner/adviser actions logged.	Open
Decisions	Requested decisions, due dates and outcomes tracked.	Pending
Reporting	Weekly management pack prepared and archived.	Issued

02 / FIELD RECORDS

Attendance and evidence summary.

Day	Attendance record	Acknowledgement position
Monday	Contractor attendance captured. Personal names removed.	Site rules acknowledged.
Tuesday	Trade attendance and adviser visit recorded.	Risk acknowledgement captured where applicable.
Wednesday	Reduced attendance due to access constraint.	Access exception logged.
Thursday	Site activity resumed; issue notes added.	Records complete.
Friday	Evidence review and weekly pack preparation.	Report issued and archived.

Ledger extract

Ref	Record	Public redaction
AT-001	Contractor attendance record - date and time retained.	Personal names removed.
AK-002	Project acknowledgement presented and confirmed.	Signature data removed.
EV-003	Photo set linked to an internal works issue.	Image replaced by placeholder.
NT-004	Access constraint noted and classified.	Occupant detail removed.

03 / CONTROL REGISTERS

Issues and decisions.

Ref	Issue	Required action	Status
IS-014	Access sequence requires confirmation before the next trade visit.	Confirm permitted date window.	Open
IS-019	Material decision unresolved for a close-out item.	Owner/adviser decision required.	Pending
IS-022	Evidence set awaiting classification.	Operator review and index.	Review

Decision register

Decision	Requested by	Due	Outcome
Confirm sequence for access-dependent works.	Project adviser	Next review	Pending
Approve close-out priority for owner-visible area.	SiteWorks operator	Immediate	Pending

Evidence index

Ref	Evidence type	Linked item	Archive position
EV-003	Photograph set - placeholder	IS-022	Project evidence archive
EV-006	Attendance export	AT-001	Weekly pack archive
EV-011	Note extract	IS-014	Access-sequence file

04 / DATA AND NEXT ACTIONS

Governance and seven-day focus.

Area	Position
Transparency	SiteWorks should be disclosed to contractors, consultants and visitors before use.
Purpose	Records are captured for defined project-control, reporting and archive purposes.
Access	Access is role-based and limited to relevant project stakeholders.
Retention	Retention and archive/export are agreed per deployment.
Professional boundary	SiteWorks supports operational evidence. It does not replace statutory dutyholders, legal advice, building-control approval or com

Next seven-day control focus

Focus	Action
Owner decision	Confirm outstanding access and material decisions.
Issue closure	Close or escalate IS-014 and IS-019.
Evidence	Classify EV-003 and retain only required project records.
Reporting	Issue the next weekly pack and preserve the export archive.

Sample limitation

This anonymised sample is for demonstration only. It is not a statutory certificate, legal advice, construction certification, building-control approval, contractor instruction or replacement for professional judgement.