

Construction Project Documentation Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Project Information

[Enter project information information here.]

02 - Scope

[Enter scope information here.]

03 - Project Team

[Enter project team information here.]

04 - Drawings and Specifications

[Enter drawings and specifications information here.]

05 - Schedule

[Enter schedule information here.]

06 - RFIs

[Enter rfis information here.]

07 - Submittals

[Enter submittals information here.]

08 - Site Records

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

09 - Changes

[Enter changes information here.]

10 - Inspections

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

11 - Handover

[Enter handover information here.]

12 - Document Register

[Enter document register information here.]

Free template from Documentation Services Lab

Customize this template for your organization's requirements.

documentation-services-lab.com