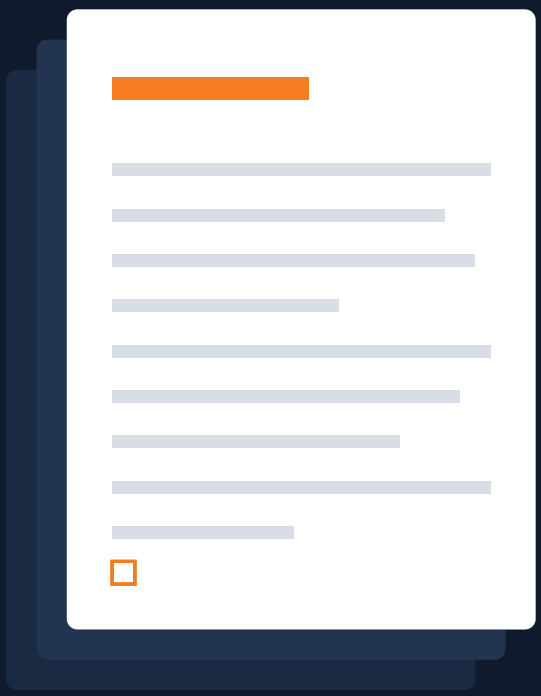
Documentation
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FREE TEMPLATE

CONSTRUCTION

# Construction Project Documentation

The baseline project file for setup, onboarding and contract tracking.

INTENDED USERS

GCs, Project Managers, Owners

TYPICAL USE CASE

Baseline setup, onboarding, contract tracking

# About this template

This is the master project document: key parties, contract details, scope, baseline schedule and budget, document control rules, communication protocols and site rules. New team members read it first, and it anchors every other construction record.

| Detail | |
|---|---|
| Intended users | GCs, Project Managers, Owners |
| Typical use case | Baseline setup, onboarding, contract tracking |

## How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

## Document Control

| | | | |
|---|---|---|---|
| **Project name** | | **Project no.** | |
| **Site address** | | **Client / owner** | |
| **Contractor** | | **Prepared by** | |

| Version | Date | Author | Summary of changes |
|---|---|---|---|
| *[1.0]* | *[DD/MM/YYYY]* | *[Name]* | *[Initial release]* |
| | | | |
| | | | |

## 01 Project Directory

| Party | Company | Contact | Phone | Email |
|---|---|---|---|---|
| Owner | | | | |
| Architect | | | | |
| Structural engineer | | | | |
| MEP engineer | | | | |
| General contractor | | | | |
| Project manager | | | | |
| | | | | |
| | | | | |

## 02 Contract Summary

| | | | |
|---|---|---|---|
| **Contract type** | | **Contract value** | |
| **Contract date** | | **Start date** | |
| **Substantial completion** | | **Retention %** | |
| **Liquidated damages** | | **Insurance / bonds** | |

## 03 Scope of Work

| Included | Excluded |
|---|---|
| | |
| | |

## 04 Baseline Schedule Milestones

| Milestone | Baseline date | Responsible |
|---|---|---|
| *[Mobilisation]* | | |
| *[Foundations complete]* | | |
| *[Structure topped out]* | | |
| *[Dry-in]* | | |
| *[Substantial completion]* | | |
| | | |

## 05 Budget Summary

| Cost code | Description | Budget | Committed |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## 06 Document Control

***GUIDANCE*** *Define numbering and routing so every RFI, submittal and drawing is traceable.*

| Document type | Numbering format | Routed to | Response time |
|---|---|---|---|
| RFI | *[RFI-001]* | | *[5 working days]* |
| Submittal | *[Spec section-###]* | | |
| Change order | *[CO-001]* | | |
| Drawings | *[Discipline-Sheet-Rev]* | | |


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## 07 Communication Protocol

| Meeting / report | Frequency | Attendees / recipients |
|---|---|---|
| *[OAC meeting]* | *[Weekly]* | |
| *[Daily report]* | *[Daily]* | |
| *[Progress report]* | *[Monthly]* | |

## 08 Site Rules & Safety

| | |
|---|---|
| **Working hours** | |
| **Site access / induction** | |
| **PPE requirements** | |
| **Emergency procedures** | |
| **Safety officer** | |

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