

Site Instruction Log

Record every instruction at the time it is given — verbal or written

Project: _____ **Main Contractor:** _____ **Subcontract Ref:** _____

No.	Date	Received From	Role / Company	Instruction / Change Detail	Method*	Confirmed in Writing	Action Required	Done
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Site Instruction Log

Record every instruction at the time it is given — verbal or written

No.	Date	Received From	Role / Company	Instruction / Change Detail	Method*	Confirmed in Writing	Action Required	Done
14								
15								
16								
17								
18								
19								
20								

Record every instruction — verbal or written — at the time it is given. If it is not recorded at the time, it did not happen. *Method: V = Verbal | E = Email | L = Letter | M = Site Meeting | D = Drawing or Spec issue | Confirmed in Writing: Y = Yes | N = No (follow up immediately in writing).