

SITE SERVICES TRACKER

 Client Name:-

 DC ID:-

 Site Address:-

 Agreement
 Date:

Site Services (as per final scope only)

Agency Quotes Finalization (as per final scope only)

Site Service

Remark

Date

Back Office works

1. 3D Finalization	☐	
2. Working drawing	☐	
3. Electrical drawing	☐	
4. False ceiling drawing	☐	

Site Startups

1. Site marking	☐	
2. Floor guard laying	☐	

Furniture Works

1. Basic ply work	☐	
2. Laminate fitting	☐	
3. Finishing work of furniture	☐	

Electric Works

1. Conduit laying	☐	
2. Laying of wires	☐	
3. Switch board fittings	☐	
4. Lighting fixtures fitting	☐	

Colour Works

1. Primer/putty works	☐	
2. Color selection	☐	
3. texture work	☐	

Curtain Works

1. Curtain selection	☐	
2. Curtain order placed	☐	
3. Curtain fitting	☐	

Civil Works (don't promote)

1. Plumbing works	☐	
2. Tiling works	☐	
3. Masonry/RCC works	☐	

☐	Carpenter	
☐	False ceiling	
☐	Electrician	
☐	Curtain	
☐	Plumber	
☐	Civil worker	
☐	Color agency	

Site Visit Date

Site visit by

Date

1.		
2.		
3.		
4.		
5.		
6.		
7.		

Handover Date