

What I need from you

Site Records & Progress Capture

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Site access and a named contact ESSENTIAL

Why I need it. The records cannot be captured remotely.

Where you'll find it. Not a document: agree a date directly with the site manager, and confirm who will be on site and available that day.

Without it. The routine gets designed at a desk instead of from what the site actually does, and a routine built at a desk is one the site abandons within weeks.

2. Daily returns IMPORTANT

Why I need it. What is happening, in the words of the people doing it.

Where you'll find it. The site office, the team's phones and whatever folder the paperwork lands in.

Without it. The period before the new routine starts is treated as having no returns at all, even where some existed.

3. Photographs IMPORTANT

Why I need it. The evidence that needs no explanation later.

Where you'll find it. The site office, the team's phones and whatever folder the paperwork lands in.

What good looks like. the original files with their metadata intact, in dated folders.

Without it. The period before the new routine starts is reported as having no photographic record at all.

4. Delivery tickets IMPORTANT

Why I need it. What proves materials arrived and when.

Where you'll find it. The site office, the team's phones and whatever folder the paperwork lands in.

Without it. The Materials on Site Schedule starts from nil, so materials already delivered are not shown as on site until the new routine begins.

5. Existing diaries IMPORTANT

Why I need it. What already exists and does not need rebuilding.

Where you'll find it. The site office, the team's phones and whatever folder the paperwork lands in.

Without it. The new routine gets designed from scratch instead of building on habits the site already has, and a habit already in use is easier to keep going than a new one.

6. The contract's record requirements ESSENTIAL

Why I need it. The contract usually specifies what must be kept and for how long.

Where you'll find it. The job's commercial folder or the order email normally holds the signed copy.

Without it. The routine risks being built in a form or to a timetable the contract does not actually require, so records get kept but not to the standard needed.

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.