

Description	N/A	✓	Notes
1. Check that the site is being maintained in a clean and safe condition			
2. An untidy site indicates potential problems:			
a. fire hazards			
b. accidents			
c. lowered productivity			
3. Authorities having jurisdiction may close the work down if serious problems are not rectified			
4. The owner may develop a negative image of both the contractor and the architect, even though the architect has no control over how the work is being performed			
5. If unsafe working conditions or practices are evident, notify the contractor's superintendent immediately and record the notification and circumstances			
6. If action is not forthcoming, report immediately to the proper authorities			