

DEMOBILISATION AND SITE CLOSE CHECKLIST

Leaving the site — services, temporary works, welfare, records, the file

FORM — SITE FILE

KD-SITE-DM-034 Rev A0

Leaving the site. The things that get left behind are the ones nobody owns on the last day: a live temporary supply, an open excavation, a prop under a beam, a skip full of the wrong waste, a health and safety file that is a box of delivery notes. CDM 2015 reg 12(10): at the end of the project the file is passed to the client — by the principal designer, or by the principal contractor where there is no principal designer. This checklist is the last week, ticked and signed.

1 SITE

PROJECT / SITE REF	SITE	DATE	COMPLETED BY

2 THE CHECKLIST — TICK WHEN DONE, NOTE THE EVIDENCE

- Temporary works removed, and the removal inspected and recorded on the TW register
- Temporary services disconnected; permanent services restored and tested; isolation register closed
- Excavations backfilled; edge protection and hoardings removed only when the permanent protection is in
- Plant off hire and off site; plant register closed; hire returns signed
- Welfare, cabins, fencing and signage off hire; the compound cleared and reinstated
- Waste cleared; skips collected; waste log complete with every note
- Fuel and COSHH stocks removed; spills remediated; environmental log closed
- Keys, fobs and codes returned; the key register closed; alarm codes changed
- Site records boxed and indexed: diary, registers, permits, inspections, incidents — retention period noted
- Health and safety file compiled and handed to the client or principal designer; receipt obtained
- Outstanding defects and snags listed and handed over with an owner
- F10 and site notices taken down; final signing-in sheet filed

3 HANDOVER

H&S FILE HANDED TO	ON	RECEIPT / REFERENCE	SITE RECORDS HELD AT

4 SIGNATURES

Site manager:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Contracts manager / director:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.