

Foreman Photo Checklist

The foreman runs the job on the ground — directing the crew, managing daily progress, catching quality issues before they become problems, and keeping the site safe. When a dispute arises about what was built, when it was done, or whether the work met spec, the question always comes back to the foreman: **can you prove what the crew built today, that it was done correctly, and that the site was safe?** This guide gives every foreman the daily photo habits that protect the crew, the company, and the job.

THE 7 PHASES

Document Every Phase, Protect Every Job

01 PHASE Morning Site & Safety Check

- Site entry conditions — wide shot
- PPE in use — crew photo
- Housekeeping — no trip or fire hazards
- Weather conditions at start of day
- Temporary barriers & fall protection in place
- First aid kit & fire extinguisher location
- Hazards identified — documented before work
- Equipment pre-use inspection noted
- Toolbox talk topic — crew assembled

02 PHASE Pre-Work Conditions

- Work area — condition before crew starts
- Any damage from previous shift noted
- Equipment & tools staged — condition noted
- Prior trade work — condition handed off
- Substrate or surface condition documented
- Scope for the day — wide shot starting point
- Materials delivered — quantity & condition
- Layout lines or marks confirmed in place
- Any pre-existing deficiencies photographed

03 PHASE Daily Work in Progress

- Morning — work started wide shot
- Inspections in progress — inspector on-site
- Material being installed — label in frame
- Midday — progress documented
- Any difficult or unusual condition noted
- Specialty work — technique documented
- Critical details — connections & fasteners
- Crew at work — scope visible in frame
- End of day — progress wide shot



04 PHASE Quality Control Checks

- Level & plumb — tool visible in frame
- Specified product vs. installed confirmed
- Adjacent work protected during operations
- Dimensions & spacing with tape in shot
- Any re-work required — before shot
- Work meets plan & spec — detail shots
- Fastener type & pattern documented
- Re-work completed — after shot
- Crew self-inspection before GC review

05 PHASE Inspections & Approvals

- Inspector arrival on-site noted
- Inspection approval card — front & back
- Re-inspection approval documented
- Work ready for inspection — wide shot
- Any failed inspection — items noted
- Permit card updated & posted
- Inspector reviewing work — in progress
- Failed items corrected — before & after
- GC or PM walkthrough documented

06 PHASE Material & Delivery Documentation

- Delivery truck & driver noted
- Material condition on delivery — damage noted
- Material label — spec-compliant confirmed
- Delivery ticket — visible in frame
- Material staged & protected on-site
- Waste & overage — quantities noted
- Material quantity verified on delivery
- Incorrect material returned — documented
- Material secured overnight — wide shot

07 PHASE End-of-Day Closeout

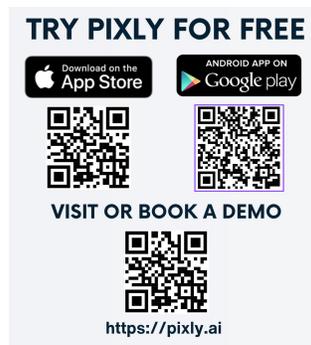
- Work completed today — wide shot all areas
- Site clean — no debris or trip hazards
- Any incident or near-miss documented
- Open penetrations covered & protected
- Temporary utilities checked
- Next day scope — setup conditions
- Tools & equipment secured
- Work in progress protected overnight
- End-of-day report photo summary ready

HOW TO USE THIS IN THE FIELD**Turn This Checklist Into Your Daily Workflow**

- 01 Start Every Day with a Wide Shot Before the Crew Touches Anything**
The morning site photo establishes the as-found condition each day — before your crew starts work. This single daily habit protects you from being blamed for damage your crew did not cause, and documents the starting point for every day's progress claim.
- 02 Photograph Every Inspection Approval the Moment it Happens**
Inspection approvals are time-sensitive and easy to lose. A photo of the approval card with the work visible in the background — taken while the inspector is still on-site — is your proof that the work passed at a specific date and time.
- 03 Capture Critical Details Before They Get Covered**
Fastener patterns, connection details, and material labels all disappear behind the next layer of work. A close-up photo taken before each cover-up gives your company a permanent record of what was built and how — essential for any future dispute.
- 04 End Every Day with a Wide Shot of Everything Completed**
A daily end-of-day progress photo, paired with the morning site photo, documents exactly what your crew built in a single shift. Over a project, this series becomes your most powerful evidence in any schedule or scope-of-work dispute.

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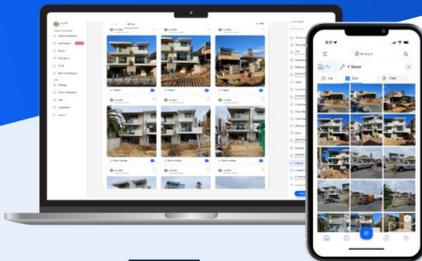
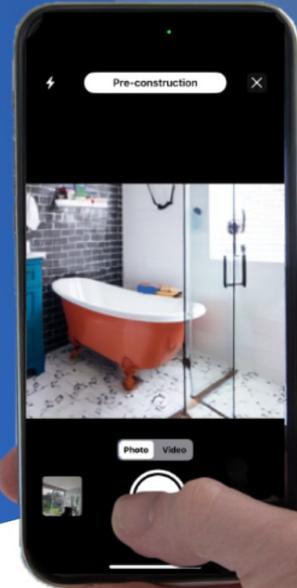
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STOP SKETCHY DISPUTES

Time stamped, location stamped records of pre-construction conditions, progress and work completed.



STOP WORK PHOTO CHAOS

Never text another work photo. Never upload to another disorganized drive. Never lose photos in between family pictures.



ASSIGN AND TRACK TASKS

Snap, Tag, Share & Collaborate. Get a list of open items and close them out in real time. Send instant end of day reports.



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