

Jobsite Arrival Information

Checklist | Put the right details where arrival begins.

Before the card goes on site

Confirm the page, its owner, and the fallback route. Keep restricted details protected.

☐ **Primary project contact**

Name or role and the approved way to reach them.

☐ **Authorized entrance**

Describe the entrance visitors are allowed to use.

☐ **Parking guidance**

Point to the approved parking area or current directions.

☐ **Delivery details**

Include the receiving point, hours, and any approved arrival notes.

☐ **Arrival sequence**

Explain where to go or whom to contact on arrival.

☐ **Intended audience**

Confirm who may view the page and whether sign-in is required.

☐ **Page owner and review date**

Assign an owner; record when the details were last checked.

☐ **Fallback route**

Keep posted signs and a working contact route available if the page cannot load.

Leave these out of an unsecured link

Gate codes, passwords, access tokens, private contact details, and restricted site plans.