

Field-Office Communication Checklist

Use this checklist to keep field and office teams aligned during daily coordination meetings, weekly check-ins, or project partnering discussions.

Daily Basics

- Did we have a quick field–office sync today?
- Did anything change that the office needs to know *now*?
- Did anything change that the field hasn't been told yet?

Decisions & Changes

- Were all decisions today captured somewhere shared?
- Are we relying on memory for anything important?
- Are changes clearly tied to drawings/specs?

Tools & Visibility

- Is everyone using the same system (not five different ones)?
- Can the field easily access the latest info?
- Are we sure people are looking at the *current* version?

Coordination

- Do all trades understand sequencing for the next few days?
- Has procurement been updated on any changes?
- Are there conflicts brewing that haven't been addressed?

Risk Radar

- What's one thing that could turn into a problem if we don't communicate it today?
- Who needs to know about it right now?

Team Health Check

- Are we hearing “no one told me that”? (bad sign)
- Are people asking more questions—or going quiet?
- Do field and office trust each other's info?