

Site Logistics Planning Meeting Minutes

Project Name: _____ Meeting Date: _____

Location: _____ Time: _____

Facilitator: _____ Recorder: _____

Attendees

- _____
- _____
- _____
- _____

Agenda

1. Site Access & Security
2. Material Storage and Handling
3. Equipment/Crane Placement
4. Traffic Management
5. Waste & Recycling
6. Site Facilities (Toilets, Offices, First Aid)
7. Emergency Planning
8. Other Items

Discussion & Decisions

- **Site Access & Security:** _____
- **Material Storage and Handling:** _____
- **Equipment/Crane Placement:** _____
- **Traffic Management:** _____
- **Waste & Recycling:** _____
- **Site Facilities:** _____
- **Emergency Planning:** _____
- **Other Items:** _____

Actions & Responsibilities

Action Item	Responsible	Deadline
_____	_____	_____
_____	_____	_____
_____	_____	_____

Facilitator Signature _____

Date

Recorder Signature

Date