

REPORZA FIELD RESOURCE

Jobsite Photo Checklist

Take the photos that prove condition, progress, problems, and completion - without burying the story in a camera roll.

HOW TO USE For each important area, capture a sequence: location label, wide context, work detail, issue evidence if needed, and the finished result.

The five-photo minimum

1	2	3	4	5
Area label	Wide context	Work detail	Issue / condition	Finished result

Before work begins

☐ Building entrance and project identifier	☐ Room, floor, or area label
☐ Wide view of the untouched area	☐ Existing walls, floors, ceilings, and millwork
☐ Existing damage with a context shot	☐ Protection installed before work
☐ Delivery packaging and labels	☐ Material condition at receipt
☐ Blocked access or site constraint	☐ Relevant drawing or floorplan reference

During installation or field work

☐ Wide progress view from a repeatable angle	☐ Mid-range view showing crew and work area
☐ Close-up of important connection or detail	☐ Labels, serial numbers, SKUs, or carton IDs
☐ Measurements with a visible scale	☐ Hidden conditions before they are covered
☐ Installed quantity or completed section	☐ Material staging and protection
☐ Coordination conflict or changed condition	☐ End-of-shift condition and housekeeping

When documenting an issue

☐ Area label or floorplan location	☐ Wide shot showing where the issue is
☐ Close-up showing the defect or shortage	☐ Second angle when depth or alignment matters
☐ Model, SKU, PO, carton, or serial label	☐ Measurement or object for scale
☐ Packaging condition at delivery	☐ Related drawing, detail, or marked-up plan
☐ Temporary protection or corrective action	☐ Follow-up photo after resolution

At completion

☐ Final wide view of every completed area	☐ Key details and finished connections
☐ Cleaned area with debris removed	☐ Installed quantities or grouped items
☐ Punch-list item locations	☐ Resolved issue comparison photo
☐ Client-requested views	☐ Closeout labels, signage, or controls

Photo quality standard

☐ In focus and well lit	☐ Level and correctly oriented
☐ Subject fills the frame	☐ No unnecessary duplicates
☐ No unrelated people or personal data	☐ No confidential plans unless authorized
☐ Named by project, area, date, and subject	☐ Attached to the correct report or issue

Suggested naming pattern

FILE NAME PROJECT - AREA - SUBJECT - YYYY-MM-DD - 01 Example: RIVERSIDE - ROOM 214 - MISSING HARDWARE - 2026-08-31 - 01

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SCAN FOR THE DIGITAL RESOURCE

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