

BuildPath NZ Daily Site Report User Guide

BuildPath NZ | Residential construction and development, made clear. | v1.0 | 7 July 2026

Purpose

Use the daily site report to create a clear record of who was on site, what work happened, what changed, what was delayed, what was inspected, and what must happen next.

Daily habit

- Complete it every site day.
- Record drawing and specification references.
- Photograph before cover-up.
- Record delays, RFIs, variations, inspections, and safety events clearly.
- Store the report with project photos and emails.

Source checking

- Building Act 2004 and Building Regulations 1992.
- Current MBIE Building Code clauses, Acceptable Solutions, and Verification Methods.
- Health and Safety at Work Act 2015 and WorkSafe NZ construction guidance.
- Construction Contracts Act 2002 where payment claims, variations, and contract administration are relevant.
- Resource Management Act 1991, Auckland Unitary Plan, resource consent, and planning requirements where relevant.
- Auckland Council building consent, inspection, CCC, property file, LIM, planning, and infrastructure requirements.
- Licensed Building Practitioner and restricted building work requirements where relevant.
- Consented drawings, specifications, producer statements, inspection records, product manuals, warranties, and manufacturer instructions.

Important disclaimer

BuildPath NZ templates are educational and administrative tools. They help users organise project information, site records, checklists, and decision-making. They do not replace legal, engineering, architectural, council, health and safety, tax, accounting, planning, or other professional advice. Users must verify requirements against current legislation, council requirements, consented documents, project consultants, WorkSafe guidance, contracts, and manufacturer instructions.