GET IT AWAY DEMOLITION & EXCAVATIONS

Neighbour Communication Log

A working record of every notice, complaint and resolution on a commercial demolition project. Fill in one row per contact, log outcomes as well as issues, and keep this with the site diary.

Project / Site Address _____ **Project Manager** _____

Demolition Start Date _____ **Site Contact Number** _____

Date	Neighbour / Business	Contact Method	Notice, Issue or Complaint	Action Taken	Resolution Date	Follow-Up Needed?

Date	Neighbour / Business	Contact Method	Notice, Issue or Complaint	Action Taken	Resolution Date	Follow-Up Needed?

How to use it: Add a row every time you send a notice, not only when something goes wrong. Record the outcome, not just the complaint. Keep completed logs on file for the life of the project in case a dispute is raised with council after works are complete.