



Melbourne Construction Shot-List Checklist

Phase	Shot/Asset	Details	Owner	PPE/Permits	Weather Plan	Status
Pre-site	Induction & Access	Confirm SWMS, PPE, permits, site induction booked; capture site rules signage	PM / HSE	Hard hat, Hi-Vis, Steel caps, Eye/Hearing; Induction pass	N/A	☐
Pre-site	Project Overview	Hero wide shot of site with address signage & builder hoarding	Creator	Standard PPE	Reschedule if heavy rain; carry lens cloth	☐
Pre-site	Stakeholder List	List developer, architect, engineer, main trades for captions/credits	Producer	N/A	N/A	☐
Groundw orks	Excavation & Shoring	Action shots of excavation, shoring systems, haulage entries	Creator	Spotter required near plant	Delay during lightning	☐
Groundw orks	Concrete Pour - Slab	Rebar, formwork, pour start/mid/finish; screeding and finishing	Creator	Wet area access clearance	Cover gear, rain sleeves	☐
Structure	Crane Lifts	Rigging, lift in motion, signaler, roof placement	Creator	Exclusion zone compliance	Wind limit check	☐
Structure	Framing & Services Rough-in	Timber/steel framing; HVAC/elec/plumbing runs; labels for future callouts	Creator	Standard PPE	N/A	☐
Envelope	Façade Install	Cladding sequence, weatherproofing	Creator	Harness if elevated	Wind/rain thresholds	☐

		details, window install				
Envelope	Roofing	Membrane, flashing, gutters; safety lines visible	Creator	Working at heights permit	No work during rain	☐
Interior	Fit-off Milestones	Kitchens, bathrooms, joinery, tiling; before/after pairs	Creator	Clean boots indoors	N/A	☐
Interior	Commissioning	Testing & tagging, BMS, fire services, lift tests	Creator	Escort required	N/A	☐
Exterior/ Civil	Landscaping & Hardscape	Pathways, planting, lighting, wayfinding	Creator	Standard PPE	Work around rain	☐
Exterior/ Civil	Carpark & Access	Line marking, ramps, compliance signage	Creator	Traffic management	N/A	☐
Aerial/Ti me-base d	Drone Progress	Orbit, top-down grid, approach shots; geo-tag for GBP	Remote Pilot	CASA rules, site approval	Wind < 20-25 kt; no rain	☐
Aerial/Ti me-base d	Timelapse	Install, lockable mount, power plan; capture key milestones	Creator	Working at heights	Waterproof housing	☐
People/Pr ocess	Toolbox Talk & Safety	Short clips for culture & safety narratives	Creator	Consent forms	Indoor alternative	☐
People/Pr ocess	Trade Highlights	Short reels for major trades (steel, electrical, carpentry)	Creator	Trade supervisor sign-off	N/A	☐
Handover	Final Walkthrough	Clean site hero shots, interiors with natural light, dusk exteriors	Creator	N/A	Golden hour/dusk plan	☐
Handover	As-built Documentation	Labelled photos for case study & capability statement	Producer	Client approval	N/A	☐

Distributi on	Google Business Profile Uploads	10-20 photos/month; milestones; geo-tagged	Marketin g	Client approvals	N/A	☐
Distributi on	Project Page & Case Study	Scope, constraints, sequencing, outcomes, credits	Copywrit er	Client review	N/A	☐