



SITE AGENTICS

FREE GUIDE · V1.0 · OCTOBER 2026

10 AI PROMPTS

FOR SITE MANAGERS

Copy, paste, fill in the brackets. Works in ChatGPT, Claude, Copilot or Grok Bot.

siteagentic.co.uk · Free to share with your team

HOW TO USE THESE

- **Check your firm's AI policy.** Only paste project information into tools your employer has approved. Take out personal data you don't need.
- **Fill in the [square brackets].** The more site facts you give it, the better the output.
- **Check everything.** AI can misread notes and get things wrong. You're still the one issuing it.
- **Keep your originals.** Hold on to your notes and voice memos alongside the AI version.

THE TEN PROMPTS

1. SITE DIARY FROM A VOICE NOTE
2. CLEAR, NUMBERED RFI
3. MEETING NOTES TO MINUTES AND ACTIONS
4. THREE-WEEK LOOK-AHEAD
5. WALK-ROUND NOTES TO A SNAG LIST
6. EARLY WARNING NOTICE DRAFT (NEC)
7. TOOLBOX TALK IN FIVE MINUTES
8. SUBCONTRACTOR CHASER EMAIL
9. RAMS SENSE-CHECK QUESTIONS
10. WEEKLY CLIENT PROGRESS UPDATE

01

SITE DIARY FROM A VOICE NOTE

End of the day, you talk for 90 seconds into your phone. This turns it into a proper diary entry.

You are my site diary assistant. Turn my notes below into a site diary entry for [project], [date].

Use these headings: Weather (am/pm) · Labour on site by trade (numbers) · Plant · Deliveries · Work completed by area · Visitors and inspections · Instructions received · Delays or issues · Health and safety.

Rules: use only what is in my notes. Never invent numbers, names or times. If a heading has nothing, write "Nothing recorded". List anything that might be a delay or a change at the end under "Flag to PM".

Notes: [paste voice-note transcript]

From site: Read it before you file it. The diary is evidence in any delay claim, so dates and numbers must be right.

02

CLEAR, NUMBERED RFI

Rough question in, tidy RFI out, with the drawing reference and the answer you need.

Write a request for information from my rough note below.

Format: RFI number [RFI-###] · Date · To · Subject (under 10 words) · Drawing/spec reference and revision · Location · Question (one clear question, numbered if more than one) · Why it matters (programme or cost impact) · Proposed solution, if we have one · Response needed by [date].

Keep it neutral and factual. Don't speculate about blame.

My note: [rough question, drawing no. and revision, gridline/level]

From site: One question per RFI where you can. It makes the register easier to close out.

03

MEETING NOTES TO MINUTES AND ACTIONS

Your scrawl from the progress meeting, turned into minutes everyone can work from.

Turn these meeting notes into minutes.

Sections: Attendees · Apologies · Items discussed (numbered, short) · Decisions · Actions table (No. | Action | Owner | Due date | Status).

Rules: every action needs an owner and a date. If either is missing, write "TBC" and list it under "Questions for the chair". Don't add anything that isn't in the notes.

Notes: [paste notes or transcript]

From site: Send the actions table on its own the same day. People read tables, not minutes.

04

THREE-WEEK LOOK-AHEAD

From a programme extract to a look-ahead you can pin up in the canteen.

Build a three-week look-ahead from the activities below. Data date: [date].

For each week, list: Activity · Area · Trade · Start/finish · Constraints to clear (info, materials, access, permits, preceding work) · Who clears it.

Then list the five constraints most likely to stop work next week.

Activities: [paste programme export or list]

Site notes: [anything not in the programme]

From site: Run it every Friday. The constraint list is where the value is.

05

WALK-ROUND NOTES TO A SNAG LIST

Shorthand notes from a walk-round, turned into a list you can send to each trade.

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Turn my walk-round notes into a snag list.  
Columns: ID [start at ###] · Location (block/level/room) · Trade · Description  
(what's wrong, what "fixed" looks like) · Priority (A = safety or fire-stopping, B  
= before handover, C = cosmetic).  
Then group the list by trade so I can send each subcontractor their own items.  
Notes: [paste notes]
```

From site: Anything fire-stopping or safety related goes in as A, whatever the trade says.

06

EARLY WARNING NOTICE DRAFT (NEC)

A neutral first draft of an early warning so it goes out today, not next week.

```
Draft an early warning notification under an NEC4 ECC contract from the facts  
below.  
Include: the matter, which could [increase the Prices / delay Completion / delay a  
Key Date / impair performance of the works in use], what we know so far, possible  
impact, proposed actions to discuss at a risk reduction meeting.  
Tone: factual and cooperative. No admissions or blame. Flag anything you think I  
should check in the contract.  
Facts: [what happened, when, where, who]
```

From site: This is a draft to check, not contract advice. Check the clause references and your contract data.

07

TOOLBOX TALK IN FIVE MINUTES

A short, site-specific toolbox talk for tomorrow morning.

Write a 5-minute toolbox talk on [topic] for [trade/gang] working on [activity] at [site conditions].

Structure: Why it matters here (one real-sounding example) · Three key hazards · What we do about each · Two questions to ask the team · Sign-off line.

Plain English, short sentences, UK terms. No more than 300 words.

From site: Swap the example for something that actually happened on your job. It lands better.

08

SUBCONTRACTOR CHASER EMAIL

Firm but polite, with the dates in, so it can be referred back to.

Write a short email to [subcontractor] chasing [item: RAMS / O&M info / snag close-out / labour numbers].

Include: what was asked and when, what's outstanding, the impact if it's not received, a clear date to respond by.

Tone: firm, polite, factual. Under 150 words.

Background: [paste previous email or notes]

From site: Keep the chaser in the same thread so the history is easy to follow.

RAMS SENSE-CHECK QUESTIONS

A first pass so you know what to ask before your competent person signs it off.

Read this RAMS for [task] at [site]. Site facts: [access, hazards, site rules].
 List: anything generic that doesn't match this site · missing hazards or controls
 · sequence gaps · emergency and rescue arrangements · competence and training
 evidence missing.
 Then write 5 questions to send back to the subcontractor. Don't say it's approved
 or acceptable.
 RAMS: [paste text]

From site: This is a checking aid only. A competent person still reviews and accepts the RAMS.

WEEKLY CLIENT PROGRESS UPDATE

Five bullet points the client will actually read.

Write a weekly progress update for the client from my notes.
 Sections: Progress this week (3–5 bullets) · Next week · Issues and risks (with
 what we're doing) · Decisions or information we need from you (with dates) · H&S
 summary.
 Keep it under 250 words. Don't overstate progress or hide problems.
 Notes: [paste]

From site: Lead with the decisions you need. That's the bit that gets a reply.

WANT THE FULL AGENTS?

These prompts are the quick version. The SiteAgentics site agents turn each job into a set-up assistant with a full system prompt, worked examples, blank templates and a setup guide for Grok Bot, Claude and ChatGPT.

- **Daybook** · site diaries
- **Quill** · RFIs and the register
- **Mina** · minutes and actions
- **Punch** · snagging
- **Tempo** · look-aheads and delay narratives
- **Sentry** · RAMS first-pass review

See them, and the independent directory of AI tools for construction, at **siteagentics.co.uk**.

These prompts help with administration. They aren't legal, contractual, health and safety or professional advice. You remain responsible for anything you issue.