

Subcontractor Name

Monthly Documentation Letter

Date:

To: Wieland-Davco Corporation
 Site Superintendent
 Job #

Subject: Monthly Documentation Letter

Mr. Superintendent,

For the month of August 2015, we have held our weekly safety meetings and submitted copies of them.

We have completed required daily, weekly or monthly inspections on the following topics:

- 1) Ladders
- 2) Fire Extinguisher
- 3) Power Tools
- 4) Electrical

The inspection information is located in our office.

Subcontractor Contact Name
Subcontractor Contact Title
Subcontractor