

# Site Box Checklist

## First Aid Bag:

Plasters (allergy safe) mixed sizes and with use by date  
Bandage triangular  
Bandage roll  
Lint dressing  
Scissors small  
Safety pins  
Adhesive wound dressing

## Other First Aid Items:

Latex gloves in a box with at least 3 pairs  
Small bottle of water (within use by date and unopened) marked FIRST AID ONLY  
Small bottle of water for emergency re-hydration (unopened)  
Hygienic hand gel

## Safety Equipment:

Latex gloves in a box/bag  
Gardening gloves      cotton  
   rubber/rubberized  
Goggles  
Hazard tape              danger (Red/white)  
   AND              caution (yellow/black)

## Measuring and marking equipment:

Tape measures              30metres or 50 metres  
   5metre  
Plumb-bob in tub or bag  
String  
Nails (at least 100mm/4inch long and at least 8 in number)  
Lighter to seam cut string  
Spirit level (kept in pencil case)  
North direction arrow  
Chalk board  
Chalk (kept in tub)  
Sponge for cleaning board (kept in bag)  
Compass (kept in pencil case)  
Rulers (kept in pencil case)    30cm(12inch)  
   15cm(6inch)  
Luggage Scales

## Recording equipment:

Box of 'bags and tags' containing:

Finds bags:	150 x 100 mm (5.5" x 4")	Small	At least 20
	180 x 130 mm (7" x 5")	Medium	At least 10
	300 x 220 mm (8.5" x 12")	Large	At least 4
Plant labels "tags"			At least 20
"Sharpie" black permanent ink pens			At least 4

## Binder of Forms for the next KP

A bound pack of forms required for the current pit with Site, Pit Number and address

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## **Pencil case containing:**

Rulers (see above: measuring equipment)  
Spirit level (see above: measuring equipment)  
Compass (directional) (see above: measuring equipment)  
HB pencils At least 4  
Pencil sharpener (metal)  
Scissors  
“Sharpies” black permanent ink pens At least 4  
Pens black ball point At least 2  
Rubber/eraser

## **Miscellaneous:**

Black bags for turf storage At least 4  
Small sample box/tub

### **Site camera**

Charger and leads in a bag (battery fully charged)  
Blank SD card, photo counter set to 1  
Site note book  
Clipboard

## **Instruction Sheets Laminates for Box**

Fill & layers: colour (5 charts)  
Fill & layers: Composition (1 chart)  
Excavation Pit and Geophysics Grid location record (1 chart)  
Chronology Chart  
Drawing – Scale Plans and Sections

## **Supporting Documents in folder:**

Risk Assessment and policy documents for the current year (in plastic folder)  
Insurance Certificate

### **Spare Forms**

Pit Location Record  
Context Register  
Drawing Register  
Small Finds Register  
Photo Register  
Context Record sheet Fill or layer  
Context Record sheet Cut  
Context Record sheet Masonry  
Bulk finds disposed of record  
Bulk Finds Disposed of Register  
Pit Closure Checklist

## **Excavating equipment:**

Trowel  
Leaf trowel  
Spoon large  
Paint brush  
Secateurs  
Red and white rod 0.5m long (2)  
Small Dustpan and Brush