

Pit Closure Checklist

(To be carried out *prior* to back-filling)

For KP _____

Task	Checked (✓)	Carried out by
Pit location record has been completed and pit has been measured back to reliable reference points and photographed from 2 vantage points to aid location.		
The context register accounts for all contexts and is complete.		
All context sheets (Fill / Layer, Cut, Masonry) have been fully completed for each context.		
Any drawings made have been detailed in the drawing register, or 'NONE' entered into the register.		
Photograph the pit at the end of the excavation.		
Photograph each section view with range poles in situ with any special features being labelled.		
The photo register is complete and matches the photos contained in the camera. If additional photos are taken on other people's cameras or phones, include all the details in the register.		
Ensure the small finds register is complete. If no finds have been recorded during the excavation stage enter "NONE RECORDED AT EXCAVATION" on the register.		
The site notebook has been completed, thoroughly read, and all important details and features have been recorded, especially those not recorded elsewhere.		
A coin or time-capsule has been placed at the bottom of the pit.		
The bulk finds 'disposed of on-site' register has been completed. If no bulk finds have been disposed of then "NONE DISPOSED OF" should be recorded in the register.		
The householder has been notified (if available) that the excavation is complete. The pit should be shown to them and a brief talk given to help them understand the excavation and to provide them with the opportunity to take any photos of their own.		