



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

CONTRACTOR'S DAILY REPORT

A. Objective

To provide a written record of the activities and observations of the Contractor during construction.

B. Definition

In accordance with Section 3.10 of the General Conditions of the Contract Documents, the Contractor's Daily Report is the Contractor's written report of work activities, manpower, equipment utilization, schedule, submittals, and potential constraints or problems discovered.

C. Procedures

1. Using a report form approved by the College Project Manager, the Contractor records daily work activities, utilization of manpower and equipment, site visits, and current or potential problems. The report indicates the status of activities planned to be worked in accordance with the Contractors approved schedule. The Contractor transmits this report of the previous days' activities to the College Project Manager daily.
2. The College Project Manager reviews the Contractors daily report for completeness and accuracy and indexes and store it for future reference. The report is filed as an attachment to the College Project Manager Daily Report.