**Daily Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Work Performed: |  |  | # of Tradespeople Working: |  |  | Report #: |  |
|  |
| College: |  |  |
| CPT Project Manager: |  |  |
| Project Name: |  | Delivery Method: |  |
| Project No.: |  | DSA A #: |  |
| DBE/Contractor Name: |  | Contract/TO #: |  |
| Architect Firm Name: |  | Contract/TO #: |  |
|  |
| Completed By: |  | Title: |  |
| Reviewed By: |
| Name: | [Add text/rows or delete row] |  |  | RPD |  | CPD |  | Other: |  |
|  |

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| **Weather Conditions** |
| Time of Day | Description of Weather Conditions | Impact on Work and/or Schedule (if applicable) |
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| **Contractor/Subcontractor Activities** |
| Name of Contractor/Subcontractor | Description of Activities | Comments |
|  |  |  |
| [Add text or delete row] | To add more rows, copy an existing row and paste within this table |  |
|  |  |  |

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| **Inspection and Testing Activities** |
| Name of Company | Name of Inspector | Type of Inspection | Items of Work Involved | Description of Outcome |
|  |  |  |  |  |
| [Add text or delete row] |  |  |  |  |

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| **Items of Concern** | *Examples: Delays, Missing Information, Hot Items* |
| Item # | Description | Comments |
|  |  |  |
|  | [Add text/rows or delete row] |  |

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| **Attachments** |
| Document Name | Date | Provided by (Firm Name): | Comments |
| **X** | General Contractor Daily Report |  |  |  |
|  | Inspector of Record/Project Inspector Daily Report |  |  |  |
|  | [Add text/rows or delete row] |  |  |  |

**Insert as many photos as necessary to depict work activity. Add additional pages for photos.**

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|  |
| **Picture #1** |
| Date | Time | Location |
|  |  |  |
| Description |
| Add picture(s) or delete entire box. Additional pictures may be added at the bottom of the page by copying and pasting this entire box. |

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| **Picture #2** |
| Date | Time | Location |
|  |  |  |
| Description |
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| **Picture #3** |
| Date | Time | Location |
|  |  |  |
| Description |
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| **Picture #4** |
| Date | Time | Location |
|  |  |  |
| Description |
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| **Picture #5** |
| Date | Time | Location |
|  |  |  |
| Description |
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| **Picture #6** |
| Date | Time | Location |
|  |  |  |
| Description |
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|  |
| **Picture #7** |
| Date | Time | Location |
|  |  |  |
| Description |
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| **Picture #8** |
| Date | Time | Location |
|  |  |  |
| Description |
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|  |
| **Picture #9** |
| Date | Time | Location |
|  |  |  |
| Description |
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|  |
| **Picture #10** |
| Date | Time | Location |
|  |  |  |
| Description |
|  |