**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.**

|  |  |  |
| --- | --- | --- |
|  | | |
| **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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| --- | --- | --- |
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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 | | |
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