

Daily Standard Field Report

DATE _____

PROJECT #: _____

OF WORKERS _____

PROJECT _____

EXTERIOR TEMP _____

REPORTER _____

SAFETY MTG _____

INTERIOR TEMP _____

WORK AREAS _____

WEATHER DELAY _____

1. SAFETY

- a. Is there an approved safety and fall protection plan onsite? _____
- b. Was there an accident, injury or near miss today? _____
- c. Do you need to order a special safety inspection or review? _____

2. SCHEDULE

- a. Is our work following the originally planned schedule? _____
- b. Has today's planned work been delayed? _____
- c. Have you reported the cause for today's delay? _____
- d. How many man days (if any) will be lost as a result of today's delay? _____

3. SEQUENCE

- a. Are we performing our work in a proper sequence as planned? _____
- b. Are sequencing issues impacting our productivity? _____
- c. Are sequencing issues impacting the schedule? _____

4. MANPOWER

- a. Is manpower in line with what we originally planned? _____
- b. Will manpower increase or decrease tomorrow? _____
- c. How many workers will be eliminated or added tomorrow? _____

5. CONSTRAINTS

- a. Are there any constraints delaying your work today? _____
- b. Did you fill out a Constraint Notice form and copy your Manager? _____
- c. Is weather or temperature a constraint today? _____

6. MATERIAL/TOOLS/EQUIPMENT/OTHER

- a. Do you need to order any material, tools or equipment? _____
- b. Are you required to schedule an inspection? _____
- c. Do dumpsters need to be emptied? _____
- d. Have you placed these orders with your project manager? _____

7. MISCELLANEOUS

- a. Is client signing or verifying by signature work order tickets? _____
- b. Are you attending Client's coordination-scheduling meetings? _____
- c. Are there any issues you would like to discuss? _____

REPORTER _____

DATE _____

TITLE _____