

# Daily Standard Field Report

DATE 11/30/15

<b>PROJECT #</b>	1234		
<b>PROJECT</b>	ABC Western Tower		<b># OF WORKERS</b> 44
<b>REPORTER</b>	JR Foreman	<b>SAFETY MTG</b> Select	<b>EXTERIOR TEMP</b> 52 degrees
<b>WORK AREAS</b>	Level B1, B2, B3	Level 1A North	<b>INTERIOR TEMP</b> 52 degrees
	Level 1A South		<b>WEATHER DELAY</b> No

1. SAFETY		
A	Is there an approved safety and fall protection plan onsite?	Yes
B	Was there an accident, injury or near miss today?	No
C	Do you need to order a special safety inspection or review?	No

2. SCHEDULE		
A	Is our work following the originally planned schedule?	TBD
B	Has today's planned work been delayed?	Yes
C	Have you reported the cause for today's delay?	Yes
D	How many man days (if any) will be lost as a result of today's delay?	7

3. SEQUENCE		
A	Are we performing our work in a proper sequence as planned?	TBD
B	Are sequencing issues impacting our productivity?	Yes
C	Are sequencing issues impacting the schedule?	Yes

4. MANPOWER		
A	Is manpower in line with what we originally planned?	TBD
B	Will manpower increase or decrease tomorrow?	Decrease
C	How many workers will be eliminated or added tomorrow?	-6

5. CONSTRAINTS		
A	Are there any constraints delaying your work today?	Yes
B	Did you fill out a 'Constraint Notice' form and copy your Manager?	Yes
C	Is weather or temperature a constraint today?	No

6. MATERIAL-TOOLS-EQUIPMENT-OTHER		
A	Do you need to order any material, tools or equipment?	No
B	Are you required to schedule an inspection?	No
C	Do dumpsters need to be emptied?	Yes
D	Have you placed these order with your project manager?	Yes

7. MISCELLANEOUS		
A	Is Client signing or verifying by signature work order tickets?	Yes
B	Are you attending Client's coordination-scheduling meetings?	Yes
C	Are there any issues you would like to discuss?	Yes

**REPORTER** JR Foreman  
**TITLE** Foreman

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