



DAILY PROGRESS REPORT

Name of person writing report: Ms Mary Poppins

Supervisor _____

SITE NAME/LOCATION _____

DATE _____

TEMPERATURE: @10 am _____ @3pm _____ q

RAIN

WIND

SUN

OTHER _____

TODAY'S PROGRESS (SKETCHES, JOB PROGRESS, CORRECTION NOTICE RECEIVED, DELAYS & CAUSES, INSTRUCTIONS

FOR CHANGES BY OWNER, PROJECT MANAGER, CUSTOMER, etc.)

EQUIPMENT RENTALS, PURCHASES & MATERIAL DELIVERIES FOR PROJECT TODAY

HINDRANCE TO NORMAL PROGRESS

STAFF ON SITE

TASKS TODAY

TIME IN

TIME OUT

PROGRESS

OFFICIAL VISITORS TO SITE TODAY

NAME

REPRESENTING

TIME

