

CITY OF HOUSTON

Department of Public Works & Engineering

**DAILY CONSTRUCTION REPORT
(STIPULATED PRICE CONTRACT)****INSTRUCTIONS**

GENERAL: Complete and submit one form each day. Give WHITE original to Project Manager; YELLOW copy to Contractor; keep PINK copy with Inspector's records. Make entries clear and legible. Complete all parts of the form; if nothing is to be reported, enter "no activity" or "not applicable."

1. **REPORT NO:** Number reports consecutively beginning with number 001 on the Date of Commencement. Account for every calendar day, including Sundays, even though no work is done. Number and date a form and indicate NO WORK.
2. **CONTRACT NO:** Contract Number as assigned by Controller's office.
3. **PROJECT NO:** CIP number, followed by file number if applicable.
4. **DATE:** Today's date; the day covered by the report.
5. **TYPE OF WORK:** (Optional) The predominant type of construction, such as library, police substation, fire station, etc.
6. **SITE LOCATION:** (Optional) Give physical address where work is being conducted. An entry is required for projects with multiple work sites.
7. **PROJECT NAME:** Official project title as given on Contract Documents.
8. **CONTRACTOR:** Full name of contracting firm.
9. **WEATHER:** Check boxes for sunny or cloudy, and dry or rain. If clarification is needed, add it under Site Conditions.
10. **TEMP:** Fill in blanks with high and low outside temperatures for the day.
11. **SITE CONDITIONS (DESCRIBE):** Give conditions of the ground, excavation, unforeseen conditions, approach to site, overhead restrictions, or any physical obstacle that could impede work progress.
12. **WORK PROGRESS:** This block is the primary area for recording the type and amount of work performed by the Contractor on this day.
 - 12A. **TRADE/SUBCONTRACTOR:** In this column, identify the classification of Contractor and Subcontractor employees based on Document 00811 - Wage Scale for Engineering Construction, Document 00813 - Wage Scale for Building Construction, or other wage scale as appropriate.
- 12B. **QTY:** Give estimated number of personnel for each classification.
- 12C. **HRS:** Give estimated number of hours worked by each classification.
- 12D. **DESCRIPTION OF ACTIVITIES / COMMENTS:** Fully describe the work in progress such as setting forms, placing concrete, setting structure, installing drywall, painting, etc. Discuss methods or materials and any effect on quality of installation.
13. **LABORATORY ACTIVITIES:** List number and type of tests run, samples taken, and number of personnel from the testing laboratory making observations on site.
14. **EQUIPMENT:** List major pieces of equipment being used.
 - 14A. **EQUIPMENT:** List equipment being used or on standby by make and model.
 - 14B. **QTY:** Give quantity for each type of equipment at work or on standby.
 - 14C. **HRS. IN USE:** Estimate the amount of time in hours that equipment was actually in use.
 - 14D. **HRS. STDBY:** Indicate the amount of time in hours that equipment was on standby.
15. **REMARKS:** Note any condition or situation observed that could be considered substandard or that could produce substandard results, especially any material or method that might not achieve the intent of the Contract Documents. Make note of any apparent safety hazard or substandard trench safety. Note times when work is encroaching on public roadways without assignment of flagmen. Record instances when site or surrounding area is not kept clean.
16. **SIGNATURES:**
 - 16A. **INSPECTOR:** The Inspector signs legibly and prints name below the signature line.
 - 16B. **REVIEWER:** The Reviewer or Project Manager signs legibly and prints name below the signature line.
 - 16C. **CONTRACTOR:** The Contractor or Superintendent signs legibly to acknowledge the report. The Contractor may add comments to the Remarks section for clarification or to respond to entries on the form.