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| --- | --- |
| **Project Name:**  |  |
| **Region Contract No.:** |  | **Contractor:** |  |
| **Date:** |  | **Site Address:** |  |

|  |  |
| --- | --- |
| **Contract Standard Work Hours:** |  |
| **Contractor Hours On-site:** |  |
| **Site Inspector Hours On-site:** |  |
| **Time detour signs and barricades checked:** |  | AM |  | PM |

# Weather Conditions

(Include temperature, precipitation, wind speed, etc.)**:**

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|  |

|  |  |
| --- | --- |
| **General Contractor Site Superintendent:**  |  |
| **Email:** |  |
| **Phone Number:** |  |
| **Site Inspector:** |  |
| **Email:** |  |
| **Phone Number:** |  |

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| --- | --- | --- | --- |
| Organization | Visitor Name | Time In | Time Out |
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| Contractor/Sub | Specification/ Drawing Reference | Equipment/Material Type | Make/Model | Quantity | Total Hours |
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# Summary of Activities

(Describe the day’s highlights, etc.)

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# Attachments

(Include relevant documents, site photos, etc. as required):

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| --- |
|  |

# Other Notes/Remarks:

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| **In addition to the requirements in the latest version of the Field Service Manual, note the following daily:**1. Soil conditions
2. Traffic set up and any subsequent changes to traffic set up and work limit locations
3. Number of photos taken and general details of what they show
4. Indicate any changed conditions, utility conflict or where they are found not to be shown on plan
5. Field instruction or change directives issued
6. Material testing done and results
7. Reference documents attached to this report such as material tickets, test results and the outcome (i.e. pass/fail)
8. Note observations related to non-compliance with contract or specifications and deficiencies
9. Note observations and significant tasks
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| --- | --- | --- |
|  |  |  |
| Contractor’s Signature |  | Inspector’s Signature |
|  |  |  |
| Date |  | Date |

|  |  |
| --- | --- |
| **Site Activity Photos** | **Notes** (Include description and reasoning for photo): |
|  | Photo #: |
|  | Photo #: |
|  | Photo #: |
|  | Photo #: |

Note: Add fields to tables as required.