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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CONTRACT TITLE**:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONTRACTOR**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Month**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Year**:**\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVITY  NUMBER | ACTIVITY  DESCRIPTION | | FOREMAN | | WEEK | | LAST WEEK | | | | | | | THIS WEEK | | | | | | | | NEXT WEEK | | | | | | | | | SECOND WEEK | | | | | | | | REMARKS | |
| DATE |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |
| DAY | S | | M | T | W | T | F | S | | S | M | T | W | T | F | S | | S | M | T | W | T | F | | S | | S | M | T | W | T | F | S |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Total Craft Scheduled |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |
|  |  | | |  | Total Craft  Actual |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  | |

Instructions for completing the Four Week Rolling Schedule:

1. Enter Contract Number.
2. Enter Contract Title
3. Enter Contractor Company Name
4. Enter Month and Day of start of work
5. Enter Year (i.e. 2012).
6. Enter Schedule Activity Number
7. Enter Activity Description
8. Enter Discipline performing the work
9. Enter the Calendar Day starting with the work start day. (i.e. 15,16,17, etc.)
10. Enter remarks.