**CONTRACTOR’S DAILY REPORT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CONTRACTOR (1) | | | CONTRACT TITLE (1) | | | | DATE (1) | | |
| CONTRACT NO. (2) | | | report NO. (2) | | area (3) | | | | |
| SHIFT (4) | | | HOURS WORKED (5) | | | WEATHER (6) | | | |
| MANPOWER (7) | | NO. (7) | TTL.  HRS. (7) | MAJOR EQUIPMENT (8) | | | | NO. (8) | TTL.  HRS. (8) |
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|  | |  |  |  | | | |  |  |
| description of work performed today (9) | | | | | | | | | |
|  | | | | | | | | | |
| remarks by Contractor (Delays, Interruptions, Deviations, Extra Work Activities, Unusual Occurrence's, etc., Relevant to Today's Work). (10) | | | | | | | | | |
|  | | | | | | | | | |
| Contractor (11)  Contractor | | | title (11) | | | | date (11) | | |
|  | | |  | | | |  | | |
| COMPANY comments and/or exceptions (12) | | | | | | | | | |
|  |  | | | | | | | | |
| COMPANY representative (13) | | | title (13) | | | | date (13) | | |
|  |  | |  | | | |  | | |

**CONTRACTOR’S DAILY REPORT**

Instructions:

Contractor

* 1. Enter your name, title and date.
  2. Enter the contract number and report number.
  3. Enter the area.
  4. Enter the shift information.
  5. Enter the number of hours worked.
  6. Enter the weather status.
  7. List the manpower, manpower numbers, and the total hours.
  8. List the major equipment, major equipment numbers, and the total hours.
  9. Provide a description of the work performed for the day.
  10. Enter any Contractor remarks.
  11. Sign, enter title and date.
  12. Enter any company comments.

COMPANY REPRESENTATIVE

* 1. Sign, enter title and date.