**[Subject of the progress report]**

**[Project Name]**

**CONSTRUCTION [TYPE OF REPORT] REPORT**

**Report No. [XXXX-20xx]**

**For the Week Ending or Date Submitted: [Add Date]**

**PREPARED BY**

**[Name]**

[Job Title]

[Email Address]

[Phone Number]

[Company Website]

**[Add Your Company Name]**

[Street Address]

[City, State, Zip Code]

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# **[Subject of the Progress Report]**

**[Project Name]**

# **Construction [Type of Report] Report**

**Report No. [XXXX-20xx]**

**For the Week Ending or Date Submitted: [INSERT DATE]**

|  |  |
| --- | --- |
| **Start Date: [Insert Date]**  **Address: [Street, City, State Zip Code]**  **Sq. Ft.: [0,000]** | **Contractor: [Company Name]**  **Address: [Street, City, State Zip Code]**  **Phone: [Phone Number]**  **Email: [Email Address]**  **Website: [Company Website]** |

|  |  |
| --- | --- |
| **Site Superintendent: [Name]**  **Address: [Street, City, State Zip Code]**  **Phone: [Phone Number]**  **Email: [Email Address]** | **Project Manager: [Name]**  **Address: [Street, City, State Zip Code]**  **Phone: [Phone Number]**  **Email: [Email Address]** |

**Other Permit Information: Please answer Yes or No.**

No Is the building permit tied up to another construction work currently ongoing?

No Do we require a fixture permit?

No Do we require a low-voltage permit?

**Construction Drawings and Specifications (Indicate date used)**

Bid Drawings: [Day.Month.Year]

Construction Drawings: [Day.Month.Year]

Latest Revision Date: [Day.Month.Year]

|  |  |  |
| --- | --- | --- |
| **Utility** | **Provider** | **Date Completed** |
| Power | [Add Provider Name] | [Day.Month.Year] |
| Phone | [Add Provider Name] | [Day.Month.Year] |
| Water | [Add Provider Name] | [Day.Month.Year] |
| Gas | [Add Provider Name] | [Day.Month.Year] |

# **Introduction**

Provide a quick overview of the contents of this report. Include the scope of the report, the project’s budget and location, and a brief summary of the project’s timeline.

|  |  |
| --- | --- |
| **Civil Engineer: [Name]**  **Structural Engineer: [Name]**  **Electrical Engineer: [Name]**  **Mechanical Engineer: [Name]** | **Owner/s: [Name or Names]**  **Address: [Street, City, State Zip Code]**  **Phone: [Phone Number]**  **Email: [Email Address]** |

# **Weather**

Indicate the weather forecast on the following fields below:

|  |  |  |
| --- | --- | --- |
| **6:00 AM** | **12:00 PM** | **4:00 PM** |
| **Temperature** | **Temperature** | **Temperature** |
| [Indicate the temperature] | [Indicate the temperature] | [Indicate the temperature] |
| **Description** | **Description** | **Description** |
| [Describe the atmosphere] | [Describe the atmosphere] | [Describe the atmosphere] |
| **Humidity** | **Humidity** | **Humidity** |
| [Add Number]% | [Add Number]% | [Add Number]% |
| **Wind** | **Wind** | **Wind** |
| [Add Number] km/h | [Add Number] km/h | [Add Number] km/h |
| **Precipitation** | **Precipitation** | **Precipitation** |
| [Add Number]% | [Add Number]% | [Add Number]% |

# **Work Progress**

|  |  |
| --- | --- |
| **OVERVIEW**  Provide a short overview of the project’s in-progress activities. | |
| **SIGNIFICANCE**  State the significance of the report. | |
| **ACTIVITIES**  Note all the activities, in detail, during the project’s construction. | **CRITICAL POINTS**  Mention the important points needed to ensure proper execution of the project. |
| **KEY ISSUES**  Indicate all issues, if there are any. | |

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# **Delays**

Provide a short statement that details any delays encountered during the project’s construction.

# **Changes to the Scope of Work**

Note any changes to the scope of work.

# **Schedule**

Provide the details of the project’s timeline including the start and end dates of construction activities.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[PROJECT NAME]** | **YEAR** | | | | | | | | | | | | | | | | | | | | | |
| **START** | **FINISH** | **MONTH** | | | | **MONTH** | | | | **MONTH** | | | | **MONTH** | | | | **MONTH** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# **Critical Dates**

List down the specific tasks that are needed to complete the project along with their actual start and end dates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks** | **Scheduled Start Date** | **Actual Start Date** | **Scheduled Completion Date** | **Actual Completion Date** | **% Done** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. |  |  |  |  |  |

# **Work Logs**

Indicate the activities done by the employees in a day and the corresponding number of hours. Also, note their total number of days worked and the total number of hours rendered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Activity Description** | **Qty** | **Hours** | **Hours To Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

# **Budget Update**

State the total budget of the project, the expenses incurred and the type of expenses, and provide a brief summary of its financial report to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense Type** | **Forecast** | **Budget** | **Actual** | **% From Budget** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total To Date** |  |  |  |  |
| **Budget** | | |  | |
| **Remaining** | | |  | |

# **Notes, Observations, Concerns**

Indicate any observed issue, risk, or anomaly during the project.

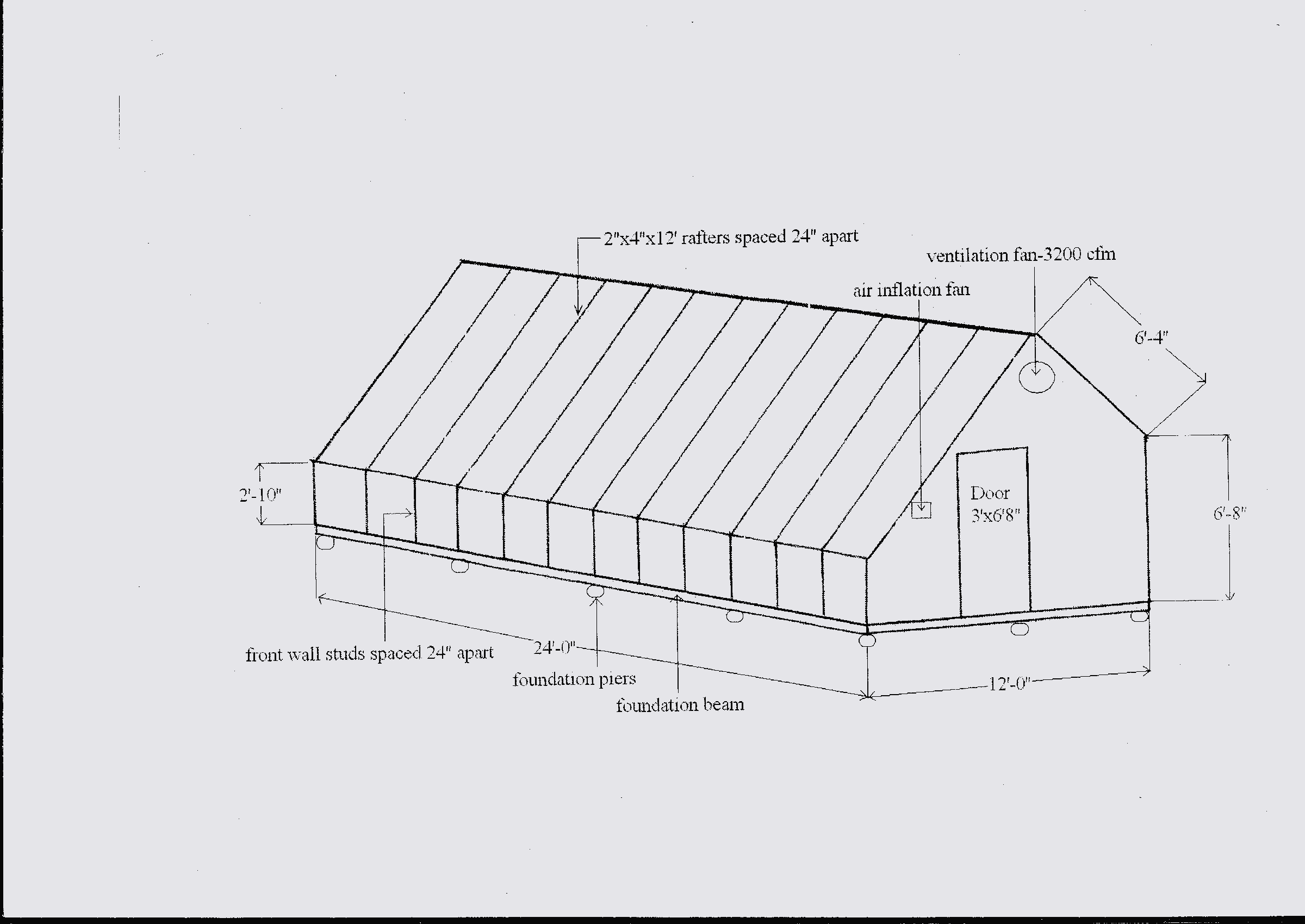
# **Health and Safety**

Note any concerns about health and safety.

# **Progress Photos**

Provide actual photos of the site to track the project’s progress.



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**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home

**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout

**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart