

DAILY FIELD REPORT

Evidence Based Reporting

1 OF 5

PROJECT NAME

PROJECT NO.

REPORT DATE

REPORT NO.

A. PROJECT PERSONNEL AND REPORT TIMES

OWNER / AGENCY

INSPECTOR

GENERAL CONTRACTOR (G.C.)

PROJECT LOCATION / LIMITS

ARRIVAL

DEPARTURE

B. DAILY CONDITIONS AND SITE STATUS

WEATHER

TEMPERATURE HIGH / LOW

PRECIPITATION

WIND SPEED

GROUND

WORK STATUS

SAFETY INCIDENT

TRAFFIC CONTROL

SAFETY MEETING

DELAY TIME

C. WORKFORCE AND EQUIPMENT

CONTRACTOR / SUBCONTRACTOR

SCOPE OF WORK

WORKERS

HOURS ON SITE

EQUIPMENT

ID / SIZE

STATUS

HOURS USED

D. PAY QUANTITIES

PAY QUANTITY

DESCRIPTION

LOCATION

QUANTITY

UNIT

WORK PERFORMED

Evidence Based Reporting

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D. PAY QUANTITY AND WORK DETAILS

WORK PERFORMED 1

PAY QUANTITY

LOCATION / LIMITS

QUANTITY

UNIT

CONTRACTOR / SUBCONTRACTOR

SCOPE OF WORK

DESCRIPTION OF WORK PERFORMED

INSPECTION / DIRECTION / FOLLOW-UP

WORK PERFORMED 2

PAY QUANTITY

LOCATION / LIMITS

QUANTITY

UNIT

CONTRACTOR / SUBCONTRACTOR

SCOPE OF WORK

DESCRIPTION OF WORK PERFORMED

INSPECTION / DIRECTION / FOLLOW-UP

PROJECT PHOTOS

Evidence Based Reporting

PROJECT NAME

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REPORT DATE

REPORT NO.

F. PHOTO EVIDENCE**PHOTO #1**

INSERT PHOTO HERE

Use your PDF editor to place a photo in this box.

TITLE

LOCATION

DATE

TIME

DESCRIPTION

PHOTO NOTES

PHOTO #2

INSERT PHOTO HERE

Use your PDF editor to place a photo in this box.

TITLE

LOCATION

DATE

TIME

DESCRIPTION

PHOTO NOTES

PROJECT PHOTOS

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F. PHOTO EVIDENCE

PHOTO #3

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Use your PDF editor to place a photo in this box.

TITLE

LOCATION

DATE

TIME

DESCRIPTION

PHOTO NOTES

PHOTO #4

INSERT PHOTO HERE

Use your PDF editor to place a photo in this box.

TITLE

LOCATION

DATE

TIME

DESCRIPTION

PHOTO NOTES

SUPPORTING ATTACHMENTS

Evidence Based Reporting

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List supporting documents in the order they are attached to the completed report. Add extra copies of this page as needed.

G. PLANS / SHOP DRAWINGS / STANDARDS

DOCUMENT / TICKET	DESCRIPTION	DATE	RELATED PAY QUANTITY

H. SPECIFICATIONS / RFI / PROJECT DOCUMENTS / CHANGE ORDER

DOCUMENT / TICKET	DESCRIPTION	DATE	RELATED PAY QUANTITY

I. TICKETS - CONCRETE / ASPHALT / STONE / FLOWFILL / EXCAVATION / OTHER

DOCUMENT / TICKET	DESCRIPTION	DATE	RELATED PAY QUANTITY