

Project Representative's Daily Report

The project representative's (inspector) report should include the items mentioned below for each contract associated with the project. Many of the items can be included in a checklist or fill-in-the-blank type form (daily log). The primary purpose of the log is to have an accurate, detailed, daily report of all project activities. If the entity has their own inspector on site, they should also compose a daily report. Each day's log entry should include at a minimum:

- 1) Conditions - weather: temperature, moisture, site conditions, etc.
- 2) Personnel - number of inspectors, number of workers, type of trades, list of subcontractors, and number of hours worked by inspectors and workers.
- 3) Activities - general description and location of work accomplished each day of the week.
- 4) Quantities - length and size of the pipe laid, amount and type of embedment and select backfill material used, concrete, suppliers of embedment materials, etc.
- 5) Materials - a list of all materials received for that day, whether they were checked and in acceptable condition, and where they were stored.
- 6) Difficulties - any problems encountered due to unusual or differing site conditions, equipment or techniques. Notes may be used in case of change order for time extension.
- 7) Deficiencies - list all deficiencies including construction, safety, labor, etc. for that day and if possible the resolution or proposed resolution to these problems. If resolution is not made immediately, it should be included on a future daily report once resolved and should include a reference to the day it was encountered.
- 8) Visitors - list of all visitors to the job site and the purpose of their visit.
- 9) Instructions - record of any verbal instruction from the engineer to the inspector or inspector to the contractor.
- 10) Dated and signed – the daily report should also contain the number of days used in the contract.

It is suggested the following information be included when applicable:

- 11) Disputes – document any disputes and their outcomes between contractor, engineer, owner, etc.
- 12) Contractor's comments – as to whether they agree with the engineer or inspector's comments.

The daily reports should be available to TWDB staff during project visits. Review of the daily report can be a useful tool to keep current with the construction progress and problems. If these reports appear insufficient, the inspector and project owner will be informed of what additional information may be needed.