| **Work Activity**  Enter a detailed account of work occurring throughout the day. For example:   * Excavated unsuitable material within footprint of roadway from STA ##+### to ##+###,  to a depth of X meters/feet. * Placing and spreading base material from STA ##+### to ##+###, in lifts of X mm/inches. * Compaction of base material from STA ##+### to ##+### with smooth drum packer. Density testing completed to ensure compaction meets specifications. * Traffic Management * Testing activity * Construction problems and concerns * Accidents and/or property damage * Site instructions provided and extra work orders * Photograph references * Tests performed * Materials received onsite * Traffic control/site access |
| --- |
|  |

| **Coordination with Outside Agencies (Utilities, Municipal, Private, etc.)**  Capture any discussions with outside parties in this section. Include name, company name, contact information, and a brief description of the topics discussed. Provide timeline/requirements for follow up if needed. |
| --- |
|  |

| **Comments** Comments may include a description of upcoming work, current and/or anticipated issues, description of work by others adjacent to the project, formal communications with the contractor (Change Work Orders (CWO), Field Instructions (FI), etc. |
| --- |
|  |

|  |  |
| --- | --- |
| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. ie: photos, testing or inspection reports, sketches | 1. Enter list of attachments.. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reported By** | | | | |
| **Name:** |  | | | |
| **Title:** |  | | | |
|  | **Signature:** |  | **Date:** |  |