| **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
 |
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|   |

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