

Distribution	SUBJECT	Date
	PRE-START DAILY REPORT CONSTRUCTION PROJECTS	09-01-2014

**PURPOSE:** The purpose of the Pre-Start Daily report is monitoring on-site activities in the construction office prior to construction start.

**COMMENT:** The form should be tailored to each individual project stating the name of the job, job location, Project Manager or Superintendent's name, and a category for general comments. These are issued by the C.M. at the beginning of each project and supplied to the Project Manager or Superintendent in sufficient quantities to take the job through from set up at the construction office to completion of bidding.

**PROCEDURE:**

1. The report will be filled out by the Project Manager or Superintendent at the completion of each work day. The original shall be retained in the construction office. The report should be faxed to the main office every day by 5:00 P.M.
2. Visitors to the site or any important phone calls from USDA-RD, lenders, inspections requested or other individuals should be noted on the report.

# EXAMPLE

Project 99 File 434

## PRE-START DAILY REPORT

Project Name: Happy Hills

Location: Camden, FL

### Morning

Office opened 8:00 AM  
Office closed 12:00 PM

### Afternoon

Office opened 12:45 PM  
Office closed 5:00 PM

### Plans Distributed

Plan Set #	Spec Set #	Contractor Name	Person	Trade
<u>3</u>	<u>3</u>	<u>Joe's Plumbing</u>	<u>Joe Smith</u>	<u>Plumber</u>
<u>17</u>	<u>17</u>	<u>Green Nursery</u>	<u>Jim Green</u>	<u>Landscaping</u>

### Bids Received

Contractor Name	Cost Code	Item	Bid Amount
<u>ABC Electric</u>	<u>1625</u>	<u>Electrical</u>	<u>\$ 52,000</u>
<u>Windy A/C</u>	<u>1555</u>	<u>Heat and A/C</u>	<u>\$ 60,000</u>

### Visitors (other than contractors)

Name	Company	Phone #	Time	Purpose
<u>Mike Jones</u>	<u>Jones Engineer</u>	<u>683-2714</u>	<u>11:30</u>	<u>Survey 1st station</u>

Notes/Comments Need more bid sets of plans

Did you leave the jobsite for any reason other than lunch?  YES  NO

If so, when and why 10:30 - 11:15 Dropped engineer plans off to Camden Building Dept.

Prepared by: Ima D. Super

FAX TO MAIN OFFICE 727-754-8468 by 5:00 PM