**Construction Project Status
Report Template**

Project Details

|  |  |  |
| --- | --- | --- |
| Project Name | Project Number | Project Location |
|  |  |  |
| Client / Owner | Superintendent Name |
|  |  |
| Project Manager | Report Date | Prepared By |
|  |  |  |
| Weather Conditions |  |  |
|  |

**Today’s Overall Progress**

* Delay Occurred
* Change Order Initiated
* Safety Incident Reported

Summary

*Summarize today's work completed, major activities, site conditions, and any unexpected issues.*

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Crew/Contractor | Work Completed | Equipment Used | Estimated Completion | Status (On Schedule/Minor Delay/Major Delay) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Estimated Quantities Installed

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Quantity Installed Today | Unit |  Running Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Delay Log

|  |  |  |
| --- | --- | --- |
| Date | Description | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Incidents Log

|  |  |  |
| --- | --- | --- |
| Date | Description | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Submittal Log

|  |  |  |
| --- | --- | --- |
| Date | Description | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

RFI (Request for Information) Log

|  |  |  |
| --- | --- | --- |
| Date | Description | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Change Order Log

|  |  |  |
| --- | --- | --- |
| Date | Description | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Prepared By Signature | Date | Superintendent Signature |
|  |  |  |

|  |
| --- |
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