

MASSACHUSETTS PORT AUTHORITY

Daily Progress Report

Contractor: _____

Project: _____

Report No. _____

Contract No. _____

Project No. _____

Date _____ Day of Week: _____

Weather: _____

Temp: 8 a.m. _____ 12 _____ 4 p.m. _____
p.m. _____

Time Used To Date

Working Days Through Previous Report _____

Working Days This Report _____

Total Working Days to Date _____

Percent of Contract Time _____

Calendar Days _____

Percent of Contract Time _____

1. Description of General Contractor's Work today.*
2. Description of Subcontractor's Work today.*
3. Equipment in use, arrived, departed. Note idle equipment and reason therefore.
4. Number of men working, by trades for both General Contractor and Subcontractor.
5. Tests made or samples sent.
6. Materials arrived, accepted, rejected, stored.
7. Occurrences, decisions, visitors and purpose of visit, accident, remarks, etc.

* Give work started, in progress, completed, location, approximate quantities, delays affecting progress, etc.

USE PARAGRAPHS AS NUMBERED ABOVE IN REPORT.

Copies to:

By: _____

Title: _____