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| For details/instructions on how to complete this document, click the [ ¶ ] icon under the Home tab to display the Hidden Text. | **Report No.:** Enter successive Report Number. |  |

**Document Purpose:**

Provides a summary of daily conditions and events at a worksite for every workday, typically prepared by the Resident Inspector or alternatively the Contract Administrator..

It is an essential document in construction projects, as it records the number of workers/employees and work equipment at the site, type of work performed, time work began and ended, job progress – delays or disruptions, the day’s weather conditions, incidents, completed tasks, milestones, and documents non-working days, communications with the Public, coordination with outside agencies, problems encountered, activities started, completed and planned, site conditions, work stoppages, unusual events, and verbal instructions given to the Contractor and inspections completed.

A DCR reports what work was done and what occurred each day and may serve as evidence in case of contract disputes, and/or is useful in actions resulting from liens.

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| --- | --- | --- | --- |
| **Date:** Enter date of daily report. |   | **Time Period of Inspection:**Enter the time period of the report. Enter Start Time. Then Enter End Time |  to  |
| **Location:** Enter the location of the report subject. |   |

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| **Contractor:**  | **Company:** Enter the Legal Business Name of the Contractor. |   | **Consultant Ref. No.:** Enter the Reference Number used by the Consultant for their filing/records purpose. |   |
| **Tender No.:** Enter the number used to identify the Tender of the Contract as issued by the City of Winnipeg Materials Management Division. |   | **City File No.:** Enter City-issued number representing the capital funding source of the Contract. located on the Capital Budget Sheet. |   |

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| **Weather** | **Working Day:** [ ]  Yes [ ]  No [ ]  Not Applicable sdf | **Total Working Days to Date:**  of \_\_\_ |
| **Temperature:** Indicate the lowest and highest temperature of the day. |   | **oC** | to |   | **oC** | **Conditions:** e.g.: 7:00am: Cloudy, Wind SW @ 20km/hr5:00pm: Light Rain, Wind W @ 32 km/hr |   |
| **Impact:**e.g.: rain delay, extreme cold affecting work, etc. |   | **Comments:** |   |

| Communications with Public Today (Residents, Businesses, etc.) Enter information for each member of the public with whom contact was made – whether initiated by you or the public. Indicate the issue, concerns, behavior, etc. |
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| Name  | Address | Phone Number | Comments |
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| Contractors Labour Force |  | Sub-Contractors Onsite |
| --- | --- | --- |
| **Classification** | # of Persons |  | Company | # of Persons |
| Superintendent |  |  |  |  |
| Foreman |  |  |  |  |
| Operators |  |  |  |  |
| Labourers |  |  |  |  |
| Others: |  |  |  |  |
|  |  |  |  |  |

| **Equipment Used Today** |
| --- |
| **Machine Make** | MachineType | Model | Type of Work | Hours Worked |
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| **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:** |  |