**[](https://www.smartsheet.com/try-it?trp=11246&utm_campaign=/content/daily-progress-reports&utm_medium=Daily+Project+Progress+Report+word+11246&lpa=Daily+Project+Progress+Report+word+11246&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)DAILY PROGRESS REPORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROJECT DETAILS | | | | | | |
| PROJECT NAME | | JOB NUMBER | | | CONTRACTOR NAME | |
| UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | |  | | |  | |
| SUPERINTENDENT NAME | | DATE | | | WEATHER AND TEMPERATURE | |
|  | |  | | |  | |
|  |  | |  |  | |  |
| TODAY'S OVERALL PROGRESS | | | | | | |
| *Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and causes, change recommendations, etc.* | | | | | | |
| UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | | | | | | |
|  |  | |  |  | |  |
| **WORKERS PRESENT ON SITE** | **WORK COMPLETED** | | **EQUIPMENT USED** | | | **PROGRESS DETAILS** |
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| ESTIMATED QUANTITIES | | | | |
| **TASK LOCATION** | **DESCRIPTION OF WORK** | **ITEM #** | **TODAY'S TOTAL** | **OVERALL TOTAL** |
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| NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |  |  |  |  |
|  |  |  |  |  |
| DESCRIBE ANY DELAYS AND / OR INCIDENTS | | | | |
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|  |  |  |  |  |
| ADDITIONAL REMARKS | | | | |
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|  |  |  |  |  |
| **PREPARER NAME AND TITLE** | | **PREPARER SIGNATURE** | | **DATE** |
|  | |  | |  |

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