

Project Daily Report

Date: October 8, 2007	Initialed by: test
Superintendent: John Doe	Project Name: Sample Job
	Project Number: #00000

Temperature - AM: 55 F **PM:** 65 f

Weather Conditions: Cold/Light snow last night

Inspections: N/A

Safety: N/A

General Comments: Flooring, Exterior trim, Electrical

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Daily Detail for Subcontractors

Subcontractor	Activity	# of Men	# of Hours	Description
My Company, Inc	01000 General Conditions	1	2	one
The Door People	02050 Soils Testing	3	4	two
Rick Johnson	03670 Saw Cutting	5	6	three
Steve	06400 Architectural Woodwork	7	8	four
Steve Stevenson	08430 Entrance Doors	9	0	five

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Daily Detail for Employees

Employee	Activity	Total Hours	Description
The Glass Company, Inc.	00100 Architect	1	two
Roofy's Roofing, LLC	06408 Ornamental Columns	2	four
Bill Billmanship	16100 Electrical Package	3	six

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Discussions / Visitors

Company	Contact	Phone #	Time	Notes
Steve Stevenson	Steve	1-467-228-5300	04:00pm	We talked about things.
Steve	Steve #2	1-783-394-9977	05:30pm	A discussion was had.
			12:00am	
			12:00am	