

Purpose: The purpose of this document is to establish a process for Daily Reports Management.

- A. A daily report is required every day from the Contractor/DB, and it shall be entered in the Daily Work Journal in Prolog. The main function of the Daily Report is to provide all activities, manpower, and equipment usage on the job for the day, as well as recording weather impacts, incidents, and events that may have impacted the work.
- B. It is a good practice to have a template to work from so you don't miss any key information. An example of information for the Daily Journal template would be:

SubProject Name

- a) Summary overview of the activities at the locations covered. If the work is associated with a work order or change order, this should be noted in this section.
 - b) Contractors on Site
 - c) Meetings & Discussions and Notes
 - d) Scheduled Inspections & Tests
 - e) QA/QC Issues
 - f) Safety Observations
 - g) Weather Impacts
 - h) Coordination Conflicts
 - i) Deliveries – note deliveries brought on site
 - j) Concerns
- C. Below is a detailed review of the Prolog Daily Work Journal Fields and the responsible party.

Work Description

- 1. *Date.* This will populate with the current day's date.
- 2. *Company.* This should populate with the company for the user entering the Daily Report
- 3. *Inspector.* Select the inspector from the drop down list. If the name is not available, contact Master Plan Document Controls (MPDC).
- 4. *Type, Category and Status* fields are not used.
- 5. *Comments.* This is the area you will enter your "Template" information as described above.

Manpower / Labor

- 1. Select "New" to create a row for each Contractor on site.

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- a. *Contractor*. This is a drop down selection. If you don't find the Contractor contact MPDC and they will add the Contractor to the list.
 - b. *Division*. This is the CSI (Spec) division that the Contractor works in, i.e. 08 – Doors and Windows
 - c. *Quantity*. Enter the number of workers on site for the Contractor.
 - d. *UOM*. This is set at Mandays.
 - e. *Work Activity*. You can summarize the Contractor's work in this field.

Equipment

Select "New" to create a row for each Contractor on site.

- a. *Equipment*. Select the type of equipment from the drop down list. If the type is not available, contact MPDC and request that it be added.
- b. *Quantity*. The number of pieces of this equipment on the site.
- c. *Notes*. Provide any relevant notes in this field.

Schedule Link – this tab is not used.

Files

Use the Quick Upload feature to upload photos, and other documentation that would support the daily report.

Save the Record.