

**SECTION 01 32 26 – CONSTRUCTION PROGRESS REPORTING**

**PART 1 – GENERAL**

1.01 SECTION INCLUDES

- A. Construction Documentation.

1.02 RELATED SECTIONS

- A. Division 1 Section 01 10 00.
- B. Division 1 Section 01 40 00.

1.03 CONSTRUCTION DOCUMENTATION

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Daily construction reports.
  - 2. Material location reports.
  - 3. Field condition reports.
  - 4. Special reports.

1.04 SUBMITTALS

- A. Daily Construction Reports: Submit at weekly intervals.
- B. Material Location Reports: Submit at monthly intervals.
- C. Field Condition Reports: Submit at time of discovery of differing conditions.
- D. Special Reports: Submit at time of occurrence.

1.05 COORDINATION

- A. Coordinate preparation and processing of reports with performance of construction activities and with reporting of separate Contractors.

**PART 2 – PRODUCTS****2.01 REPORTS**

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project Site:
1. List of Subcontractors at Project Site.
  2. List of separate Contractors at Project Site.
  3. Approximate count of personnel at Project Site.
  4. Equipment at Project Site.
  5. Material deliveries.
  6. High and low temperatures and general weather conditions.
  7. Accidents.
  8. Meetings and significant decisions.
  9. Stoppages, delays, shortages, and losses.
  10. Meter readings and similar recordings.
  11. Emergency procedures.
  12. Orders and requests of authorities having jurisdiction.
  13. Change Orders received and implemented.
  14. Work Change Directives received and implemented.
  15. Clarifications requested, received, and implemented.
  16. Services connected and disconnected.
  17. Equipment or system tests and startups.
  18. Partial Completions and occupancies.
  19. Substantial Completions authorized.
- B. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project Site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project Site.
- C. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for interpretation. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

**2.02 SPECIAL REPORTS**

- A. Prepare Coordination Memoranda for distribution to each Contractor involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Provide copy to the Engineer.

- B. Prepare similar memoranda for the Owner and separate Contractors where coordination of their Work is required. All such memoranda must be directed through the Engineer.

**PART 3 – EXECUTION – Not Used**

**END OF SECTION**