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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 conditions and events at a worksite, typically prepared by the Resident Inspector.

It is an essential document for 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, incidents, completed tasks, milestones, and documents non-working days, etc.

An Inspection Report reports what work was done and what occurred, and may serve as evidence in case of contract disputes, and/or useful in actions resulting from liens.

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| **Date:** Enter date of report. |  | **Time Period of Inspection:** Enter the time of the report. Enter Start Time. 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. |  |
| **Bid Opp. 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/hr  5:00pm: 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 | |
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| **Classification** | # of Persons |  | Company | # of Persons |
| Superintendent |  |  |  |  |
| Foreman |  |  |  |  |
| Operators |  |  |  |  |
| Labourers |  |  |  |  |
| Others: |  |  |  |  |
|  |  |  |  |  |

| **Equipment Used Today** | | | | |
| --- | --- | --- | --- | --- |
| **Machine  Make** | Machine Type | 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:** |  |