# SECTION 01322

# CONSTRUCTION PROGRESS REPORTS

## PART 1 - GENERAL

### 1.1 RELATED DOCUMENTS

A. Construction Drawings, Technical Specifications, Addenda, and general provisions of the Contract, including Contract General Conditions and Supplementary General Conditions and other Division 1 Specification Sections, apply to this Section.

### 1.2 SECTION INCLUDES

A. Construction progress reports.

### 1.3 RELATED SECTIONS

A. Section 01312 - Project Meetings: Review of construction progress and submittals status at Project meetings.

B. Section 01770 - Contract Closeout Procedures: Notice by Contractor of progress of the Work sufficient for Contract Completion review and Acceptance by University..

### 1.4 CONSTRUCTION PROGRESS REPORTS

A. Daily Log: Contractor shall maintain a written daily log at the job site with the following information as a minimum:

1. Date.
2. Weather conditions.
3. Subcontractors and trades performing Work under the Agreement on the Site, and number of workers each and number of hours worked by each worker.
4. Others on the Site performing work for University under separate contracts.
5. List of visitors to site, giving name, company or agency affiliation and telephone number.
6. Descriptions of situations and circumstances which could delay normal progress of Work or which could be basis of claim for change in Contract Time or Contract Sum.
7. Changes to Work and who authorized changes.
8. Comments, as Contractor determines are appropriate for Project record.

B. Submission of Logs: Submit one copy of daily logs to University's Representative and Architect at weekly intervals, for review at Construction Progress Meetings.

## PART 2 - PRODUCTS

Not applicable to this Section.

## PART 3 - EXECUTION

Not applicable to this Section.

**END OF SECTION**