



Daily and Weekly Reports

Revision and Approval

| Revision | Date | Nature of Changes | Approved By |
|----------|------------|--------------------------------|---------------|
| 2 | 08-31-2023 | Revised and added Attachment 5 | Richard Foley |
| 1 | 10-30-2020 | Original Issue | Richard Foley |

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for completing daily and weekly reports, which includes taking and filing construction photos, to document project construction progress.

Process Inputs

1. Daily labor and equipment employed by the Contractor
2. Mobilization and demobilization
3. Contract item work
4. Change order (CO) work
5. Potential claim work, including notification of differing site condition
6. Department staff work (surveying, material testers, etc.)
7. Visitors and/or stakeholders
8. Quality assurance work
9. Safety issues and resolutions
10. Contract compliance issues and resolutions
11. Project photos
12. Discussions with the Contractor, District, designers, and/or other stakeholders
13. Quantity measurements

Procedure

1. All work associated with this process is charged as [Project Direct – Construction](#).
2. Structure Representative (SR):
 - a. Prepares a SR daily report to document activities for contract administration on [Form CEM-4501](#), *Resident Engineer’s Daily Report*, per:
 - i. The *Construction Manual*, Chapter 5, [Section 5-004](#), *Contract Administration – Conduct of the Work – Resident Engineer’s Daily Report*.
 - ii. [Attachment 1](#), *Guidance on Writing Daily and Weekly Reports*.
 - b. Distributes the SR daily report as follows:
 - i. Sends original to the Resident Engineer for project file, Category 45, *Resident Engineer’s Daily Reports*. Refer to the *Construction Manual*, Chapter 5, [Section 5-102C](#), *Contract Administration – Project Records and Reports – Organization of Project Documents – Description of Categories*.
 - ii. Sends copy to the Bridge Construction Engineer (BCE) if required by the BCE
 - c. Sends copy to the Area Construction Manager (ACM) if required by the ACM
 - d. For an example of a completed SR daily report (Form CEM-4501, *Resident Engineer’s Daily Report*), see [Attachment 2](#), *Structure Representative’s Daily Report – Example*.
 - e. If no Assistant Structure Representative (ASR) is assigned to provide field inspection, completes an ASR daily report according to the guidelines listed in Section 3.a. below.
 - f. Reviews and distributes ASR daily reports as follows:
 - i. Verifies ASR daily reports are sufficient for:
 1. Contract administration
 2. Labor compliance
 3. Extra work payment
 4. Progress payment
 5. Dispute resolution and potential claims
 6. State/Federal audits.
 - ii. Verifies the ASR daily reports are complete and in conformance with the *Construction Manual*, Chapter 5, *Contract Administration*, [Section 5-004](#),

Resident Engineer's Daily Report, and Attachment 1, *Guidance on Writing Daily and Weekly Reports*.

- iii. Distributes as follows:
 - 1. Sends original to the Resident Engineer for project file, Category 46, *Assistant Resident Engineer's Daily Reports*.
 - 2. Sends a copy to the BCE if required by the BCE.
 - 3. Sends a copy to the ACM if required by the ACM.
 - g. Trains and mentors SC staff regarding expectations and continual improvement in writing daily reports, to ensure accuracy and completeness.
 - h. If an assigned project is utilizing the ProDMS database for daily reports, instructs assistants to attend and complete training in the use of the same; see Attachment 1, *Guidance on Writing Daily and Weekly Reports*, for additional information.
 - i. Takes photos of progress and issues. See [Attachment 5](#), *Construction Photos and Videos*, for guidance on how to take and file photos.
 - j. Completes and distributes the SC Weekly Newsletter on [Form SC-2701A](#) or [Form SC-2701B](#), *SC Weekly Newsletter*, if required by the ACM as follows:
 - i. Per Attachment 1, *Guidance on Writing Daily and Weekly Reports* and [Attachment 4](#), *SC Weekly Newsletter – Example*.
 - ii. Distributes the SC Weekly Newsletter as follows:
 - 1. Sends original to the Resident Engineer for the project file, Category 28, *Weekly Newsletter*, at the BCE's direction.
 - 2. Sends a copy to the BCE if required by the BCE.
 - 3. Sends a copy to the ACM if required by the ACM.
3. Assistant Structure Representative (ASR):
- a. Prepares a daily report to document construction activity each day on [Form CEM-4601](#), *Assistant Resident Engineer's Daily Report*, per the following guidance:
 - i. The *Construction Manual*:
 - 1. Chapter 3, *General Provisions*:
 - a. [Section 3-903](#), *Payment –Force Account*
 - b. [Section 3-521D](#), *Control of Work – Requests for Information and Potential Claim Records –Documentation Guidelines for Disputes*
 - 2. Chapter 5, *Contract Administration*:

- a. [Section 5-004](#), *Conduct of the Work –Resident Engineer’s Daily Report*
 - b. [Section 5-005](#), *Conduct of the Work – Assistant Resident Engineer’s Daily Report.*
 - ii. [Attachment 1](#), *Guidance on Writing Daily and Weekly Reports*
 - iii. [Attachment 3](#), *Assistant Structure Representative’s Daily Report – Example*
 - iv. The [Contract Specifications](#), Section 9-1.04D(3), *Payment – Force Account –Equipment Rental – Equipment Not On the Job Site and Not Required for Original-Contract Work.*
 - v. For additional information regarding daily reports that supplement the information in this BCM and the *Construction Manual*, review the [Field Engineer Training](#), Section 10, *ASR Daily Reports*.
 - vi. If an assigned project is utilizing the ProDMS database for daily reports, attend and complete training in the use of the same; see Attachment 1, *Guidance on Writing Daily and Weekly Reports*, for additional information.
 - vii. Distribute the *ASR Daily Report* as follows:
 - a. Send original to the SR by the end of the following working day.
 - b. Takes photos of project progress and issues per guidance in Attachment 5, *Construction Photos and Videos*.
4. Bridge Construction Engineer (BCE):
- a. Verifies that daily reports are being completed for each project.
 - b. If an assigned project is utilizing the ProDMS database for daily reports, verifies staff training and compliance.
 - c. Performs periodic review of Form CEM-4501, *Resident Engineer’s Daily Report*, for accuracy and completeness. Provide comments and training to SC staff for any needed improvement.
 - d. Performs periodic review of Form CEM-4601, *Assistant Resident Engineer’s Daily Report*, for accuracy and completeness. Provide comments and training to SC staff for any needed improvement.
 - e. Verifies SC Weekly Newsletters are being completed for each project, if required by the Area Construction Manager (ACM).
 - f. Performs periodic review of SC Weekly Newsletters, for accuracy and completeness. Provide comments and training to SC staff for any needed improvement.

- g. Uses information from the daily reports and newsletters to complete the BCE's Bi-Monthly Report for the ACM.
5. Area Construction Manager:
 - a. Ensures that one project record review is performed annually for each SR by the SC supervisor or the ACM. For details refer to [BCM E-2, Project Record Review](#).
 - b. Determines if SC Weekly Newsletters are required and direct SC staff accordingly.

Process Outputs

1. Completed Form CEM-4501, *Resident Engineer's Daily Report*
2. Completed Form CEM-4601, *Assistant Resident Engineer's Daily Report*
3. Completed Form SC-2701A or SC-2701B, *SC Weekly Newsletter*
4. Adequate number of progress photos filed in Category 14, *Photo Records*, of the project records to document project construction progress

Attachments

1. [Attachment 1](#): *Guidance on Writing Daily and Weekly Reports*
2. [Attachment 2](#): *Structure Representative's Daily Report - Example*
3. [Attachment 3](#): *Assistant Structure Representative's Daily Report – Example*
4. [Attachment 4](#): *SC Weekly Newsletter – Example*
5. [Attachment 5](#): *Construction Photos and Videos*