School Building Authority of West Virginia

DAILY CONSTRUCTION OBSERVATION REPORT

**SBA FORM 303**

NOTE: The Clerk-of-the-Works shall complete this form each day the Contractor(s) has workers present on the construction site.

**County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clerk-of-the-Works: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Weather: AM \_\_\_\_\_\_ °F PM\_\_\_\_\_\_ °F Site Conditions: (Good) (Fair) (Poor) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONNEL AND MAJOR EQUIPMENT PRESENT TODAY:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Classification** | **Number of**  | **Major Equipment** |
| **Contractors on Site** | **(Prime=P, Sub=S)** | **Personnel Present** | **Present** |
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**WORK IN PROGRESS TODAY:** (Include report of operations, materials received and condition, work start/stop time, and any unusual conditions. *Include photos from today on a separate photo page.*)

**WORK COMPLETED TODAY:**

**DISCREPANCIES NOTED:** (Immediately contact A/E. Non-conformance Report #\_\_\_\_\_\_)

**SUMMARY OF DISCUSSIONS WITH CONTRACTOR(S):** (List which Contractor, summarize discussion.)

**ANY CAUSE FOR DISPUTE, CHANGE ORDERS, OR DELAYS – REASONS:**

**EXTRA WORK IN PROGRESS – DESCRIPTION:**

**ITEMS FOR OFFICE ACTION:**

**VISITORS PRESENT TODAY:**

**ADDITIONAL REMARKS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted By Date

SBA 303