

Field Report

Division of Administration and Finance
Planning + Design + Construction
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To Project File _____ UC Project No. _____
Date - - - M Tu W Th F Sa Su Project Name _____
Time at Site _____ am pm Until _____ am pm _____
Temperature at Time of Visit _____ Project Location _____
Weather at Time of Visit _____ Report No. _____
Contract Start / End Dates - - - / - - - _____

Inspection & Observation Comments

Item Number	Trade or Contractor	Activity	Progress	Issues	Resolutions	etc.	Action / Response By	
							Person	Date
							-	-
							-	-
							-	-
							-	-

Safety, Housekeeping, Miscellaneous, etc.

Recorded By _____ Reviewed By / Date _____ / - -