Field Report

Division of Administration and Finance
Planning + Design + Construction
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UNIVERSITY OF Cincinnati

To Project File

Date _____ ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

Time at Site _____ ☐ am ☐ pm Until _____ ☐ am ☐ pm

Temperature at Time of Visit _____

Weather at Time of Visit _____

Contract Start / End Dates _____ / _____

UC Project No. _____

Project Name _____

_____

Project Location _____

_____

Report No. _____

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** _____ / _____