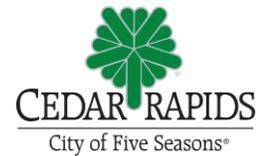


Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Construction Inspector Daily Report		Approved By: Taylor Burgin	
Original Author(s): Jennifer Selby/Dillon Feldmann		Original Date Issued: 02/12/2021	
Date Revised or Reviewed:	Revised or Reviewed by:	Approved By:	
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

To summarize and document the process for documenting daily construction activity on CIP projects.

Procedures:

An Inspector’s daily report is a communication device and tool. It tells others what the Inspector did that day and what was accomplished at the construction site. Documenting inspection work directly communicates the level of professionalism and conscientiousness an Inspector applies to his or her work.

1. Inspectors are expected to document their day-to-day work activities daily, but no later than two days following that day’s work.
2. Daily Reports are created in Appia.

Refer to document: [Appia Users Guide](#)

3. Throughout the project, the Construction Project Manager shall review the daily reports within one week to ensure the accuracy and content of the daily reports is acceptable. Reports that are acceptable shall be approved. Reports that are not acceptable shall be denied and the Inspector shall update the reports to include more information.
4. At the completion of the project, all of the Daily Reports shall be downloaded in PDF format from Appia and saved in the INSPECTION > DAILY REPORTS folder.

Report Contents:

At a minimum, each daily report shall include the following information:

1. Date – Date in which information in report refers to.
2. Weather - Weather can help determine if the Contractor should be charged a day on Working Day contracts. The weather that happened throughout the day shall be noted. High and lows for temperature shall be recorded, and accurate information regarding precipitation. If there are any changes in the weather throughout the day, the time of change shall be noted as well.
 - Sufficient: Low temp of 62 degrees, high temp of 85 degrees. Partly cloudy skies in the morning, scattered thunderstorms from 3 p.m. to 6 p.m.
 - Insufficient: Rain in P.M.
 - Explanation: Sufficient weather notes that rain began at 3 P.M. If the contractor consistently works from 7 a.m. to 7 p.m., then the rain only prevented them from work 4 hours, and the contractor shall be charged half a working day. In the insufficient explanation, P.M. could be misconstrued in the future to mean 12 p.m. and therefore the contractor would not be charged any time since they worked less than half their usual schedule.
3. Location – The daily report shall contain accurate information regarding location on the project. Many City projects can be thousands of feet in length. Therefore, locations with stationing and or property addresses should be noted.
 - Sufficient: Work took place from approximate stations 11+75 to 14+25
 - Insufficient: East end of project
4. Work Accomplished – Detail all types of work that was accomplished throughout the day at the project. This should include approximate locations and quantities of work accomplished.
 - Sufficient: Contractor installed 18” RCP pipe run P-3, set intake ST-2, and installed first half of pipe run P-4 to approx. Sta 14+25.
 - Insufficient: Storm Sewer Installation
5. Work Force – It is important to document the amount of manpower present on a jobsite. This can help determine at the completion of a project if adequate time was given for the contract. This should include the amount of workers, types of workers, equipment in use, and approximate hours worked.
 - Sufficient: Contractor had 1 Foreman, pipe layer, general laborer, and truck driver present from 7 a.m. until 3 p.m. Used skid loader, mini excavator, and dump truck.
 - Insufficient: Greg’s crew on site.
 - Explanation: The size of crew can change throughout the duration of a project, if it is only listed which crew is there
6. Significant Events – Any significant events that occur on the job site should be noted. This includes any event that could be potentially delaying, be of safety concern, or have an impact on the job.

- Sufficient: While pipe laying crew was installing pipe run P-3, a marked electrical line was severed at approximate Sta. 12+50 at 9 a.m. Alliant Energy was called and took approximately 3 hours to repair said line. Contractor was unable to work while repair took place.
 - Insufficient: Contractor hit electric line.
 - Explanation: Identifying that a marked electrical line was hit and the Contractor was unable to work during this time shows that the contractor was at fault, and details how much time was lost. This shows why the contractor only accomplished that much work that day. Contractor hit electric line does not provide enough detail to make a decision whose fault it was, and can allow the contractor to ask for more time due to electric line hit.
7. On Site Activities – Onsite activities that are not directly work items should be documented, these onsite activities can be meetings held on site, deliveries to the site, and site visitors.
- Sufficient: Property owner at 1153 Maple Street meet with Contractor superintendent and inspector today to discuss the grading on property. Current plans call for a 3:1 grade to match existing. Property owner would like contractor to grade further back to provide a gentler slope, contractor has agreed to do this.
 - Insufficient: Citizen complained about grading.
8. Direction from Owner – Any direction from the owner to the contractor shall be documented in the daily report, documentation of who was told what and when they were told is important information when it comes to litigation.
- Sufficient: Contractor was informed that pipe was being installed at incorrect slope and that it was not acceptable.
 - Insufficient: Contractor put pipe in at wrong angle
9. Note if other crews, contractors, and/or utilities are working in the area, especially if the work is not part of the contract.
10. Note any business/homeowners that will be effected by future construction. Confirm that the property owner has been communicated with and understands when their access will be limited and for approximately how long.
11. If the inspector is on-site only part time, the times arrived on-site and left the site shall be included in the daily report.

Additional Information:

Daily reports are a key piece of documentation throughout the project cycle. They include daily updates of information pertaining to the project. Effective daily reports shall be complete, inclusive, accurate, and factual. They shall be written professionally, and without opinion. Facts only relating to the job shall be included. Inspector daily reports are extremely important and can be heavily scrutinized. A well written daily report can resolve contract disputes with ease, while incomplete reports can bring loss to the City.

The daily report is not to be burdened with minor details or attempt to record every small activity. The key is for the Inspector to write a clear, concise, and factual description of important activities in progress during the day. The writing style shall be such that others can understand what is written. Abbreviations and jargon should be avoided unless such terms are clearly part of the common usage of the industry being described.

Prepare the reports with the assumption that they may be subpoenaed into court as evidence in some future lawsuit. Entries in the log must be clear, professional and strictly follow the scope and intent of the contract document. Potentially inaccurate or libelous conclusions or statements are not to be recorded in the daily log.