

PRE-START DAILY REPORT

Project Name: _____

Page ___ of ___

Location: _____

Date: _____

Prepared by: _____

Morning

Office opened _____ AM

Office closed _____ PM

Afternoon

Office opened _____ PM

Office closed _____ PM

Plans Distributed

Plan Set #	Spec Set #	Contractor Name	Person	Trade

Bids Received

Contractor Name	Cost Code	Item	Bid Amount

Visitors (including contractors and vendors)

Name	Company	Phone #	Time	Purpose

Notes/Comments _____

Did you leave the jobsite for any reason other than lunch? YES NO

If so, when and why _____

EMAIL OR FAX TO MAIN OFFICE 727-754-8468 by 5:00 PM