

| Distribution | SUBJECT                                    | Date       |
|--------------|--|------------|
|              | DAILY LOG FOR M/F<br>CONSTRUCTION PROJECTS | 09-01-2014 |

**PURPOSE:**

The purpose of the daily construction log is to note events and progress on the job on a building by building basis, and note other general conditions and factors affecting the job.

**COMMENT:**

The form should be tailored to each individual project stating the number of buildings by building, the name of the job, job location, Project Manager or Superintendent's name and a category for general comments. These are issued by the CM at the beginning of each project and supplied to the Project Manager or Superintendent in sufficient quantities to take the job through from start to finish.

**PROCEDURE:**

1. The daily log sheet will be filled out by the Project Manager or Superintendent at the completion of each work day. The Project Manager or Superintendent will retain the original and fax it to the main office at the end of each day.
2. All items on the daily log should be filled out completely and accurately. Each building should have a notation as to the progress on that day.
3. Site work progress should be noted in the appropriate section.
4. Information as to weather conditions at the site, visitors to the site, any accidents which may have happened to personnel working on the site or any important phone calls from USDA-RD, lenders, inspections requested or other individuals should be noted.

EXAMPLE

08/26/2014 4:52 PM FAX 3526691237

FDC PEARL LANE

0001/0001

DAILY CONSTRUCTION LOG

PROJECT 19 FILE 434

PROJECT: PEARL LANE APARTMENTS

LOCATION: UMATILLA, FLORIDA

PREPARED BY: Bob Miceli

FAX TO: 727-447-5516

DATE: 8/26/14

DAY OF WEEK: TUES

WEATHER AM: Cloudy 1PM Sun

TEMPERATURE AM: 76 / PM 94+

| BLDG. NO. | TYPE              | WORK ACCOMPLISHED       | SUBCONTRACTOR(S) | #WORKERS |
|-----------|-------------------|-------------------------|------------------|----------|
| 1         | 4-1BR<br>2-2BR HC | PLANT TREES + IRIG.     | LANDSCAPE        | 3        |
| 2         | 6-1BR             | INSTALL PATIO STONE     | BRANTLEY S.FOLD  | 2        |
| 3         | 4-1BR             | PATIO STONE             | " "              | 3        |
| 4         | 6-1BR             | PATIO STONE             | " "              |          |
| 5         | 6-1BR             | PATIO STONE             | " "              |          |
| 6         | 4-1BR<br>2-2BR    | PATIO STONE             | S. FOLD          | 5        |
|           | OFFICE            |                         | S. FOLD          | 3        |
|           | Comm              | Repair Restroom (woman) | Robert           | 1        |

DISCUSSIONS OR MEETINGS HELD

NO

SPEED LETTERS SENT:

NO

VISITORS TO SITE:

NO

SUBS NOT MEETING SCHEDULE (DESCRIBE)

NO

ACCIDENTS ON SITE:

NO

MATERIAL DELIVERIES:

NO

SUPPLIER

DESCRIPTION

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

SECURITY PROBLEMS, LOSSES, ETC.:

NO

DEATH - UNIT #12