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| --- | --- | --- | --- |
| **Project:** |  | **Report Number:** |  |
| **Project No:** |  | **Date Prepared:** |  |
| **Client:** |  | **File:** |  |
|  |  | **Total Pages:** | **including this sheet** |

|  |  |
| --- | --- |
| **Contractor:** |  |
| **Prepared By:** |  |
| **Section of Project:** |  |
| **Date of Review(s):** | **Time(s):** |
| **Weather:** |  |
| **Building Permit No:** |  |
| **Distribution:** |  |

Site reports are issued on a periodic basis, to record observations made, actions taken, and summarize progress at time of review. Comments are not intended to be all-inclusive.

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| --- | --- | --- |
| **Area** | **Description** | **Action by** |
| **1.0** | **Site Conditions** |  |
|  |  |  |
|  |  |  |
| **2.0** | **Progress of the Work** |  |
|  |  |  |
|  |  |  |
| **3.0** | **Observations and Comments** |  |
|  |  |  |
|  |  |  |
| **4.0** | **Previous Deficiencies** |  |
|  |  |  |
|  |  |  |
| **5.0** | **Attachments** |  |
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