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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** |  |
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| **2.0**  | **Progress of the Work** |  |
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| **3.0**  | **Observations and Comments** |  |
|  |  |  |
|  |  |  |
| **4.0**  | **Previous Deficiencies** |  |
|  |  |  |
|  |  |  |
| **5.0** | **Attachments** |  |
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