

APPENDIX E: DAILY PROGRESS REPORT TEMPLATE

DAILY CONTRACTOR PROGRESS/QUALITY CONTROL REPORT

Date: _____ Report No. _____
(Report is due by 12:00 p.m. of the following day)

Project: Grand Liard Marsh and Ridge Restoration (BA-68)

Weather: (Clear) (P. Cloudy) (Cloudy) (Precipitation: _____)

Temperature: Min. _____ Max. _____

Wind Speed: _____ mph Direction _____

Wave Height at:

Borrow Site: _____ feet

Fill Area: _____ feet

Wave Direction: _____

Location of discharge: Station _____

Fill Operations Complete To: Fill Site _____, Station _____

Contractor/SUB-Contractor and area of responsibility:

1. **Work Performed Today:** (Indicate location and description of work performed. Provide beach/dune or marsh fill advance over last 24 hours. Attach dredge position printouts and plot to this report.)
2. **Results of Surveillance:** (Include satisfactory work completed or deficiencies with action to be taken.)
3. **Buoy Check:** Were submerged pipeline buoys checked today (Yes/No)? _____
Did buoys require resetting (Yes/No)? _____

4. Water Quality Monitoring: Was water quality monitoring conducted today in compliance with project permit requirements of the Louisiana Department of Natural Resources Permit No. _____ and water quality protection laws, and the results provided to the Engineer (Yes/No)? _____

5. Verbal Instructions Received: (List any instructions given by the OWNER or ENGINEER, construction deficiencies, retesting required, etc., with action to be taken.)

6. Remarks: (Cover delays and any conflicts in Plans, specifications or instructions.)

7. Safety Inspection: (Report violations noted; corrective instructions given; and corrective actions taken.)

8. Equipment Data: (Indicate items of construction equipment other than hand tools at job site and whether or not used and if operable.)

9. Dredge Status: (Is the dredge working, not operating due to weather/sea state, or is it under repair?)

10. Avoidance of Overdredging: Do you certify that the dredge has excavated within the limits of the borrow areas, as shown in the Plans (Yes/No)? _____. Also, do you certify that the borrow area has not been excavated below the limit as shown in the Plans (Yes/No)? _____

11. Progress Summary:

	This Day	To Date
Worked Hours		
Downtime Hours (Explain Below)		
Length of Discharge Advance (Ft.)		
Volume Pumped (Estimated c.y.)		
Volume Pay (c.y. accepted sections only)		
Linear % Completed		

Explanation of Downtime:

Contractor's Verification: The above report is complete and correct and equipment used and work performed during this reporting period are in compliance with the contract drawings and specifications except as noted above.

Contractor's Approved Authorized Representative

Note: This form must include continuous plots of dredge locations and depths.