

## 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.