

# Guidance on Writing Daily and Weekly Reports

A daily report documenting progress and significant developments in structure work will be prepared each day by the Structure Representative (SR) and Assistant Structure Representatives (ASR). The Area Construction Manager (ACM) may require the submission of a SC Weekly Newsletter by the SR.

Reports must be numbered according to the *Caltrans Working Day Calendar*. Caltrans non-working day reports are numbered as the last working day followed by A, B, C, etc. For example, Friday, January 13, 2023, is report No. 444; Saturday, January 14, 2023, is report No. 444A; Sunday, January 15, 2023, is report No. 444B; Monday, January 16, 2023 (Holiday – Martin Luther King Jr. Day) is report No. 444C; Tuesday, January 17, 2023, is report No. 445, etc. Daily reports with multiple pages must be numbered as sheet 1 of 2, 2 of 2, etc.

The reports are official documents which may be used to settle claims, cost adjustments, and lawsuits. These reports must be sensible, factual, and use proper grammar. If a daily report is hand-written, it must be legible.

When Structure Construction (SC) staff is assigned as the Resident Engineer (RE), the SR must follow District policies for submittal of the reports.

## **1 - Structure Representative's Daily Report**

The SR (or lead worker for large projects) will prepare a daily report for each working day.

The following guidance is provided to assist in the preparation of the SR's daily report:

1. Use [Form CEM-4501](#), *Resident Engineer's Daily Report/Assistant Resident Engineer's Daily Report*, to prepare the SR's daily report. Note that:
  - a. Equivalent forms created in Microsoft Word or Excel are acceptable.
  - b. For an example, refer to [Attachment 2](#), *Structure Representative's Daily Report – Example*
  - c. When no ASR is assigned to the project the SR has the following two options to complete the SR daily report:
    - i. Option 1: Use Form CEM-4601, *Assistant Resident Engineer's Daily Report*, to document the information for the SR's daily report and the ASR's daily report. The guidance in Section 1 and Section 2 must be

followed and the SR must note at the top of Form CEM-4601 that this daily report is a combination of the SR's and the ASR's daily report

- ii. Option 2: Complete the SR's daily report using Form CEM-4501 and complete the ASR's daily report using Form-4601.
2. When there is no work, a SR's daily report is written to document that there is no work and why. If a SR's daily report is not written, it is not clear if the SR's daily report was misplaced or lost.
  3. Note the effects of weather on job progress. Include stream gauge readings for structures over waterways.
  4. Do not include a description of routine operations. This information is included in the Assistant Structure Representative's daily report (ASR's daily report), on Form CEM-4601, *Assistant Resident Engineer's Daily Report*, described in section 2 of this attachment.
  5. Document significant discussions with the Contractor, Department staff, and other stakeholders.
  6. Include information regarding any instructions given to Contractor's personnel. In the case of verbal instructions, describe the instruction given, to whom the instruction was given, and whether there were any comments or objections by the person or persons to whom the instructions were given. Verbal instructions must be confirmed in writing.
  7. Document justification for field changes and when Change Orders (CO) and submittals are authorized.
  8. Take photos or videos according to the guidelines in [Attachment 5](#), *Construction Photos and Videos*.
  9. Document significant incidents or accidents.
  10. List names of visitors to the jobsite and their connection to the project such as the District Safety Officer, FHWA auditor, ACM, etc.
  11. Document overtime worked by SC personnel as described in [BCM A-3](#), *Overtime*. The ACM may also require that overtime is documented on daily reports by including the following information:
    - a. Employee's name
    - b. Starting and ending time that the employee worked overtime
    - c. Total net hours of overtime worked by the employee
    - d. Reason the overtime work was necessary.
  12. Sign and print name legibly.

## **2 - Assistant Structure Representative's Daily Report**

The Assistant Structure Representative must prepare a daily report for each day. The purpose of the ASR's daily report is to establish the labor and equipment employed for each operation or phase of the work. In the event of a claim or similar situation, the ASR's daily report is essential and may be reviewed by Caltrans Legal Division. The SR daily report and the ASR's daily report complement each other well, when completed correctly.

The following guidance is provided to assist in preparation of the ASR's daily report:

1. Use [Form CEM-4601](#), *Assistant Resident Engineer's Daily Report*, to prepare the ASR's daily report. Note that:
  - a. Equivalent forms created in Microsoft Word or Excel are acceptable.
  - b. For an example refer to [Attachment 3](#), *Assistant Structure Representative's Daily Report – Example*.
2. When there is no structure work, an ASR's daily report is written to document that there is no work and why. If an ASR's daily report is not written, it is not clear if the ASR's daily report was misplaced or lost.
  - a. The curing of concrete elements prior to stripping is a consideration that may be included in the ASR's daily report on days when there is no structure work.
3. Under "Location & Description of Operation," include a succinct description of the location and operation such as "Continued installation of CIDH piles at Abutment 4." Additional details are included in the narrative section below the equipment and labor columns.
4. In some cases, segregating equipment and labor by contract item may not provide sufficient detail. For instance, showing all labor and equipment employed on concrete work under the concrete item may be too general. This work could be further segregated into sub-groups, such as falsework, formwork, curing, surface finishing, etc. Furnishing prestressed girders is another item where it is often necessary to break down the work into separate operations.
5. SC staff must include sufficient detail to document project progress, project issues, contract compliance, labor compliance, extra work payment (if any), progress payment, dispute resolution and potential claim, State/Federal audits, etc. If in doubt, coordinate with the SR to verify the desired level of detail.
6. For idle equipment, include a description of why the equipment is idle, as this is a factor when determining CO payments. For CO work, equipment is considered idle when the Contractor is performing routine repairs and maintenance, and is not paid for by the Department. However, use engineering judgement to

consider each unique situation. For example, on an emergency contract using force account as the payment mechanism, replacing drilling teeth on very hard drilling may be valid for consideration as CO work.

- a. Refer to the [Contract Specifications](#), Section 9-1.04D(3), *Payment – Force Account – Equipment Rental – Equipment Not on the Job Site and Not Required for Original-Contract Work*, for unique requirements on this topic.
7. If labor and equipment move between different operations involving multiple ASR's, coordination will be needed to ensure the hours do not conflict. In a claim, the daily reports could be deemed unreliable if there is conflicting information.
8. Document when a labor compliance interview was performed.
9. Document important conversations with Department staff or other stakeholders.
10. Document compliance with the contract, COs, and authorized submittals.
11. Include materials delivered and incorporated into the work and mobilization or demobilization of equipment and subcontractors.
12. Document quality assurance and acceptance activities performed.
13. Use active words such as *verified*, *measured*, and *surveyed* to describe work performed by SC staff for quality assurance activities.
14. The ASR's daily reports should be purpose-driven and results-driven and written in a way that anticipates their value in case of a future claim.
  - a. For example, when drilling or driving piles, daily production rates can be determined for the typical soils encountered and verified against the boring logs. If an unanticipated hard layer of soil or cobbles are encountered, a new production rate should be established along with any changes made by the Contractor, i.e., switch a drilling auger with a core-barrel, to assist with a potential claim.
  - b. Another example could be for cold-planing. If the specifications require tungsten-carbide grinding bits with a certain dimension, this should be verified and documented at the required intervals.
15. Write facts and not opinions. Be professional; though sometimes construction work can be emotional, remember to keep emotions out of the daily report. Our records are subject to public release through the Freedom of Information Act and are discoverable in a trial.
16. Document non-conforming work including discussions with Contractor's personnel and SC staff. Take photos and follow up with the corrective actions taken; document the corrective action in subsequent ASR's daily report.
17. Document if existing conditions are different than presented in the [contract documents](#). For example, if soil encountered in excavations or drilled holes differs from the log of test borings.
18. For CO work:

- a. Either include a separate column for hours of equipment and labor or complete a separate ASR's daily report. In either instance, include a narrative account of the CO work performed.
  - b. For payment of rental equipment brought onto the jobsite specifically for CO work, follow the chart in the *Contract Specifications*, Section 9-1.04D(3), *Payment – Force Account – Equipment Rental – Equipment Not On the Job Site and Not Required for Original Contract Work*. Use two columns on the daily report such as “hours worked” and “hours paid” to eliminate confusion.
  - c. Any tentative agreement (TA) which is prepared using [Form CEM-4907](#), *Tentative Daily Extra Work Agreement*, (or an equivalent form) is signed by the Engineer inspecting the work no later than the shift after the work was completed, per the *Construction Manual*, [Section 3-903C](#), *General Provisions – Payment – Force Account - Tentative Agreements*. The signed TA is attached to the daily report. It is best practice to come to an agreement with the foreman on the hours prior to completing the daily report. Extra work bills that do not match the hours on the ASR's daily report cannot be paid until they are resolved. If agreement cannot be reached, inform the SR. Use engineering judgement when evaluating the hours presented; extra work includes the hours required for clean-up, procurement of materials, and other preparation activities.
  - d. For CO work that is extra work at force account, document any instructions given to Contractor's personnel. In the case of verbal instructions, describe the instruction given, to whom the instruction was given, and whether there were any comments or objections by the person or persons to whom the instructions were given. Verbal instructions must be confirmed in writing. Caution must be used when directing the Contractor's means and methods for CO work, and it must be done under the direction of the SR.
19. Pay attention to the Contractor's verbal communication. If he or she mentions that specific work should be paid for as extra work, discuss with the SR and track work separately; it may evolve into disputed work at a future date. Remind the Contractor of their obligations if they choose to pursue a potential claim, outlined in the *Contract Specifications*, Section 5-1.043, *Control of Work – Potential Claims and Dispute Resolution*. If the Contractor mentions a differing site condition, document this on the daily report and notify the SR immediately.
  20. Take daily project progress photos. Refer to Attachment 5, *Construction Photos and Videos*, of this BCM for guidelines on how to take and file photographs.
  21. Document unsafe conditions and who was notified of the unsafe condition. If the matter is urgent, do not merely document it; discuss with the Contractor and the SR. In such cases, refer to the *Construction Manual*, [Section 2-1.03A](#), *Safety and Traffic – Safety – Managing Safety Hazards – Imminent Hazards*. Take photos and follow up with the resolution to the unsafe situation identified.
  22. Sign and print name legibly.

23. If an assigned project is utilizing the ProDMS database for ASR's daily reports, attend and complete training in the use of the same.
  - a. Resources for [ProDMS](#) can be found on the Caltrans intranet through the DES website.
  - b. ProDMS is a data management system which was developed in house by SC to handle construction administration tasks, including the creation of daily reports. It is in the process of being rolled out to Districts across the State.

### **3 - SC Weekly Newsletter**

The SC weekly newsletter is completed by the SR only when required by the ACM. The SC weekly newsletter is intended to present a brief, concise summary of the work performed during the week and work planned for the next week. The following guidance is provided to assist in preparation of the weekly newsletter:

1. Use [Form SC-2701A](#) or [Form SC-2701B](#), *Weekly Newsletter*, to prepare the weekly newsletter.
2. Provide a general summary of the work performed during the week and work planned for the next week; a detailed description of operations is not required.
3. Include a minimum of two progress photos.
4. Document current week overtime and anticipated overtime for the next week, for SC field staff.
5. Document the following (as applicable):
  - a. Significant project issues
  - b. Contractor complaints
  - c. Delays
  - d. Notice of potential claim, or claims
  - e. Major accidents
  - f. Opening of structures.