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| **DAILY WORK REPORT** |

To : Project Alliance Co., Ltd. Working Date :

Attn : Reference No. :

Weather : Sunny Cloudy Windy Shower Rainy Other

Interruption : Noisy Work Smelly Work Hot Work Electrical Shut-off Other …………

Stating Time : ………………….. hrs. Ending Time : ……………….. hrs. Total Working Time : …………..……. hrs.

(Work items undertaken today) Attachment included pages (Page / )

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| --- | --- | --- | --- | --- | --- |
| ItemNo. | Work DescriptionPlease mark asterisk (\*) at the end of sentence if it is Hot Work | Location | Man Power | PercentageCompleted | Remark |
| A | Daily Work Request Items. |  |  |  |  |
|  | *“(In case of work items and details are more than this* |  |  |  |  |
|  | *table space, please fill in attachment sheet)”* |  |  |  |  |
| B | Revision or Additional from Daily Work Request Items. |  |  |  |  |
|  | *“(In case of work items and details are more than this* |  |  |  |  |
|  | *table space, please fill in attachment sheet)”* |  |  |  |  |
| ON SITE MANPOWER (Total = persons) | Problem |
| 1. Project / Site manager |  | 8. Technician  |  |  |
| 2. Project / Site Engineer |  | 9. Admin Staff  |  |  |
| 3. Project / Site Assistant |  | 10. Carpenter  |  |  |
| 4. Arch. / Eng.  |  | 11. Painter  |  |  |
| 5. Site Supervisor |  | 12. Labour |  |  |
| 6. Foreman  |  | 13. Maid  |  | Resolution to Problem |
| 7. Draftsman  |  | 14. Other |  |  |
| EQUIPMENT (Quantity) |  |
| 1. Tower Crane |  | 4. Generator |  |  |
| 2. Mobile Crane |  | 5. Pickup Car |  |  |
| 3. Truck |  | 6. Other |  |  |
| Reported by : |  | Reviewed by :  | Project Alliance Co., Ltd.  |
| Signed by :  |  | Signed by :  |  |
| Name :  |  | Name :  |  |
| Date :  |  | Date :  |  |
| Comment :  |  | Comment :  |  |
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| Copies to :  | Circ: File |
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| **ATTACHMENT OF DAILY WORK REPORT** |

To : Project Alliance Co., Ltd. Working Date :

Attn. : Reference No. : DRP.

(Work items undertaken today) (Pages / )

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| ItemNo. | Work DescriptionPlease mark asterisk (\*) at the end of sentence if it is Hot Work | Location | Man Power | PercentageCompleted | Remark |
| A | Daily Work Request Items. |  |  |  |  |
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| B | Revision or Additional from Daily Work Request Items. |  |  |  |  |
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| **PICTURE OF DAILY WORK REPORT** |

To : Project Alliance Co., Ltd. Working Date :

Attn. : Reference No. : DRP.

(Work items undertaken today) (Pages / )

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