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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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| Item  No. | Work Description  Please mark asterisk (\*) at the end of sentence if it is Hot Work | | | | | Location | Man Power | | Percentage  Completed | | 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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| Item  No. | Work Description  Please mark asterisk (\*) at the end of sentence if it is Hot Work | Location | Man Power | Percentage  Completed | 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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