

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Daily Report. This form is used to record the daily activities on a construction project. The Third Party Contractor will produce a new Daily Report each day that there are on-site operations. The Daily Report form is used to record all construction activities for the general contractor and their subcontractors. Information recorded in the Daily Report will include all construction activities and their locations, a list of all workers on site, all equipment used that day, and all permanent materials installed. The form will also be used to keep a record of other on-site activities, recordable activities and events. These activities and events shall be documented under Description of Work and will include, but not limited to, the following items:

- Accidents
- Delays
- Deliveries of materials or equipment
- Extra work required
- Material inspections/test results
- Nonconformance or other quality issues
- On-Site visitors
- Property theft or vandalism
- Quantities completed (required if unit price contract)
- Railroad flagging and type of protection
- Schedule benchmarks achieved
- Special operations
- Third party interactions (Ex. Contact from government or municipal agencies)

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

All Daily Reports shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Daily Report

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. The Daily Report is a one (1) page form. Additional sheets may be attached to the Daily Report, if necessary, to further describe the work taking place that day. Any additional sheets attached to the Daily Report shall clearly identify the Project name, Metra Project number, Contract number and Location.
3. Row heights shall be adjusted so that all text is readable when printed.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



Instructions

Notes	Description
Note 1	Highlight and Bold the appropriate day of the week.
Note 2	Enter the date.
Note 3	Enter the contract number.
Note 4	Enter the Metra project number.
Note 5	Enter the project name.
Note 6	Enter the project location.
Note 7	Enter a description for the weather that day.
Note 8	Enter the maximum temperature for the day in degrees Fahrenheit.
Note 9	Enter the minimum temperature for the day in degrees Fahrenheit.
Note 10	Enter name of the Third Party Contractor.
Note 11	Enter the hours that work is going on at the site.
Note 12	Enter the type of craftsmen on site that day. (Ex. Foreman, Laborer, Operator, etc.)
Note 13	Enter the number of craftsmen at the site that day.
Note 14	Enter the name of the company that the craftsmen work for.
Note 15	Enter the type of equipment on site.
Note 16	Enter the number of equipment at the site that day.
Note 17	Enter the name of the company using the equipment that day.
Note 18	Enter a description of the work taking place that day. Address the activities and events listed on Page 1 of these instructions.
Note 19	Enter the name of the individual filling out the Daily Report.
Note 20	Enter the name of the company that the individual filling out the Daily Report works for.



Daily Report

For: M TU W TH F SA SU Date: [Note 2](#)
[Note 1](#)

Contract No. [Note 3](#)
Project No. [Note 4](#)
Project Name: [Note 5](#)
Location: [Note 6](#)

Weather: [Note 7](#)

Temp. Max. °F: [Note 8](#) Min. °F: [Note 9](#)

Third Party
Name: [Note 10](#)

Working Hours: [Note 11](#)

Labor

Craft	No.	Employer
Note 12	Note 13	Note 14

Equipment

Type	Count	User
Note 15	Note 16	Note 17

Description of Work:
[Note 18](#)

Reported By:

Name: [Note 19](#)

Company: [Note 20](#)