

# Daily Activities and Manpower Report

*Due to Knight/Jacobs no later than noon of the following day (e.g., Monday's report due no later than noon Tuesday).*

Subcontract Name: \_\_\_\_\_  
 Subcontract Number: \_\_\_\_\_  
 Subcontractor: \_\_\_\_\_  
 Date: \_\_\_\_\_ Weather Conditions: \* Class \_\_\_\_\_  
 Day: \_\_\_\_\_ Temperature: \_\_\_\_\_  
 Day #: \_\_\_\_\_ Precipitation: \_\_\_\_\_

\* Class A: No interruptions of any kind from weather conditions occurring on this or previous shifts.  
 Class B: Weather occurred during this shift that caused a complete stoppage of all work.  
 Class C: Weather occurred during this shift that caused a partial stoppage of work.  
 Class D: Weather overhead excellent/suitable during shift; work completely stopped due to results of previous adverse weather.  
 Class E: Weather overhead excellent/suitable during shift. Work partially stopped due to previous adverse weather.

# of Employees	Classification	Company	Hours

Activity	Describe in detail work performed

Equipment	Description	Materials Placed/Delivered

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Date:	Subcontract Number:	
Work delayed or impacted?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provide details:
Extra work required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provide details:
QA/Test/Inspections?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provide details:
Safety comments?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provide details:
Visitors?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provide details:
Instructions given/received?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provide details (source, describe):
Job site photographs taken today?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Jobsite safety meeting held today?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Topic:		
Accident incurred today?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Details:		
Accident report prepared?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Details:		