



PROJECT INFORMATION

Project number		Project name	
Location address			
Project manager		Page _____ of _____	
Date	Arrival time	Departure time	
Contractor		Using Agency contact	

PURPOSE OF CONTACT/VISIT

NOTES

ACTION ITEMS

ADDITIONAL NOTES (ATTACH PICTURES TO THIS REPORT)

COMPLETE IF CONTACT IS CONSTRUCTION SITE VISIT

Construction progress summary

Estimated % of completion:	Conformance with schedule:
Work in progress:	Present at site:
Weather:	

CAP project manager signature