



Project: _____

Project No. _____

Subcontractor: _____

Date: _____

Scope of Work: _____

NOTE: Subcontractors are to complete one of these sheets and turn in to the Superintendent at the conclusion of each job meeting

1. SAFETY - List any safety plans, concerns, or comments:

- A. _____
- B. _____
- C. _____

2. WORK COMPLETED - List the work completed in the previous week:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

3. WORK SCHEDULED - List the work scheduled for the following week:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

4. SUBMITTALS STATUS - List any outstanding RFI's, RFQ's, or Submittals:

- A. _____
- B. _____
- C. _____
- D. _____

5. FIELD OBSERVATIONS, PROBLEMS, and/or DECISIONS:

- A. _____
- B. _____
- C. _____

6. GENERAL DISCUSSION - List any items for general discussion:

- A. _____
- B. _____
- C. _____
- D. _____