



Title:	027 - Form Weekly Summary Report		
Document #:	Q-Infra-TF-BDINS-1420	Folder:	Inspections
Revision #:	2	Issue Date:	May 2019

WEEKLY SUMMARY REPORT

PROJECT DESCRIPTION AND LOCATION		CONTRACT No.		PREPARED BY		REVIEWED BY	
		PROJECT ID		DATE		DATE	
		CONTRACTOR					
Project Start Date	Working Week No.	Report No.	Rev. No.	Days on Site			
Daily Inspection Reports (List Dates) [yyyy-mm-dd]:							
HEALTH AND SAFETY							
Incidents, Concerns, and Resolutions							
1.							
Outstanding Items							
1.							
ENVIRONMENTAL							
Incidents, Concerns, and Resolutions							
1.							
Outstanding Items							
1.							
MAJOR EQUIPMENT / MATERIAL DELIVERIES							
Equipment							
Type (Model)		Company			Date		
Materials							
Type		Qty		Approved Shop Drawing			
PROGRESS OF WORK							
Week Summary							
1.							
SCHEDULE UPDATE							
						Total Weather Days (to date): 0	
Look-Ahead Review / Summary							
1.							
Schedule Delays (Potential / Claimed)							
1.							



PROJECT DESCRIPTION AND LOCATION	CONTRACT No.		PREPARED BY		REVIEWED BY	
	PROJECT ID		DATE		DATE	
	CONTRACTOR					
Project Start Date	Working Week No.	Report No.	Rev. No.	Days on Site		
Daily Inspection Reports (List Dates) [yyyy-mm-dd]:						
PROTECTION OF PROPERTY / PERMITS AND APPROVALS						
Incidents, Concerns, and Resolutions						
1.						
Outstanding Items						
1.						
DISCUSSION ITEMS						
1.						
PHOTOGRAPHS AND SKETCHES						
						Day 1
						Day 2
						Day 3
						Day 4
						Day 5
_____ Site Inspector (Print)			_____ Site Inspector (Signature & Date)			

