APPENDIX E: DAILY PROGRESS REPORT TEMPLATE
DAILY CONTRACTOR PROGRESS/QUALITY CONTROL REPORT

Date: ________________ Report No. ________________
(Report is due by 12:00 p.m. of the following day)

Project: Grand Liard Marsh and Ridge Restoration (BA-68)

Weather: (Clear) (P. Cloudy) (Cloudy) (Precipitation: ________)

Temperature: Min. _______ Max. _______

Wind Speed: _______ mph Direction _______

Wave Height at:
Borrow Site: _______ feet
Fill Area: _______ feet
Wave Direction: _______

Location of discharge: Station ________

Fill Operations Complete To: Fill Site ________, Station ________

Contractor/SUB-Contractor and area of responsibility:

1. Work Performed Today: (Indicate location and description of work performed. Provide beach/dune or marsh fill advance over last 24 hours. Attach dredge position printouts and plot to this report.)

2. Results of Surveillance: (Include satisfactory work completed or deficiencies with action to be taken.)

3. Buoy Check: Were submerged pipeline buoys checked today (Yes/No)? ______
Did buoys require resetting (Yes/No)? ______
4. **Water Quality Monitoring:** Was water quality monitoring conducted today in compliance with project permit requirements of the Louisiana Department of Natural Resources Permit No. ____________________________ and water quality protection laws, and the results provided to the Engineer (Yes/No)? ______________

5. **Verbal Instructions Received:** (List any instructions given by the OWNER or ENGINEER, construction deficiencies, retesting required, etc., with action to be taken.)

6. **Remarks:** (Cover delays and any conflicts in Plans, specifications or instructions.)

7. **Safety Inspection:** (Report violations noted; corrective instructions given; and corrective actions taken.)

8. **Equipment Data:** (Indicate items of construction equipment other than hand tools at job site and whether or not used and if operable.)

9. **Dredge Status:** (Is the dredge working, not operating due to weather/sea state, or is it under repair?)

10. **Avoidance of Overdredging:** Do you certify that the dredge has excavated within the limits of the borrow areas, as shown in the Plans (Yes/No)? __________. Also, do you certify that the borrow area has not been excavated below the limit as shown in the Plans (Yes/No)? __________
11. **Progress Summary:**

<table>
<thead>
<tr>
<th></th>
<th>This Day</th>
<th>To Date</th>
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<tbody>
<tr>
<td>Worked Hours</td>
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<tr>
<td>Downtime Hours (Explain Below)</td>
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<tr>
<td>Length of Discharge Advance (Ft.)</td>
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<tr>
<td>Volume Pumped (Estimated c.y.)</td>
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<tr>
<td>Volume Pay (c.y. accepted sections only)</td>
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<td>Linear % Completed</td>
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**Explanation of Downtime:**

**Contractor’s Verification:** The above report is complete and correct and equipment used and work performed during this reporting period are in compliance with the contract drawings and specifications except as noted above.

________________________________________
Contractor’s Approved Authorized Representative

**Note:** This form must include continuous plots of dredge locations and depths.