Daily progress report (DPR)

One sheet per site per day. Work done is recorded against BOQ items, so it feeds the measurement book.

Site		**Date**	
Weather		**Prepared by**	

Work done today

BOQ item	Work done	Unit	Quantity	Location

Labour

Trade	Count	Own or subcontractor	Hours

Material

Item	Unit	Received	Issued	Balance at site

Issues, delays, visitors and instructions

Site engineer · name, signature, date	Project manager · name, signature, date

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