



Sample Weekly Site Report

SAMPLE. Illustrative, anonymised data showing the format of a Weston weekly site report. Live reports also carry dated photos for every item.

Project Details

ITEM	DETAILS
Project	G+4 residential building, New Town, Kolkata (sample)
Report no.	14
Period	Week 14 of construction
Contractor	Civil contractor (turnkey)
Weston site engineer	Named engineer, daily attendance
Weather	Rain on 4 of 6 working days

1. Summary

- **Progress:** 39% complete against 42% planned. The 3% slip is due to rain delaying the 2nd floor slab pour by two days.
- **Decision needed from owner:** confirm the window frame specification before the end of next week to hold the finishing schedule.
- **Billing:** running bill 5 verified. Recommended payment is 5.5% lower than claimed (see section 5).

2. Work Done This Week

ACTIVITY	LOCATION	STATUS
Slab and beam reinforcement	2nd floor	Completed and inspected
Slab concreting, M25, 18 m ³	2nd floor	Poured, curing started the same day
Brickwork, 125 mm and 250 mm walls	1st floor	70% complete
Internal plaster	Ground floor	Started, 15% complete
Plumbing sleeves and electrical conduits	2nd floor slab	Fixed before pour, checked

3. Quality Checks

CHECK	RESULT
Pre-pour inspection, 2nd floor slab	Passed after corrections: cover blocks added at 4 locations, chair spacing corrected, extra bars fixed at stair opening
Slump at pour	90 mm against the specified 75 – 100 mm
Cube samples, 2nd floor slab	3 samples (9 cubes) cast for 18 m ³ , per IS 456 clause 15.2.2

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CHECK 28-day cube results, 1st floor slab (M25)	RESULT Sample means 31.8, 32.6 and 33.0 N/mm ² . Meets IS 456 acceptance criteria.
Curing log, 1st floor slab	Day 10 of 10 completed (PPC)

4. Materials Received and Tested

MATERIAL	QUANTITY	CHECK
PPC cement	200 bags	Manufacturing date within 30 days, stored on pallets
TMT Fe500D	4.2 tonnes	Mill test certificate matched to lot; weight check within tolerance
River sand	2 lorries	Field silt test 5%, accepted

5. Running Bill Verification

ITEM	CLAIMED	VERIFIED	DIFFERENCE
Shuttering, 2nd floor slab and beams	₹1,48,000	₹1,31,200	₹16,800 (area over-measured)
Brickwork, 1st floor	₹2,16,500	₹1,87,100	₹29,400 (openings not deducted)
Other items	₹4,78,000	₹4,78,000	—
Total	₹8,42,500	₹7,96,300	₹46,200 (5.5%)

6. Open Issues and Non-Conformance Log

REF.	ISSUE	ACTION	STATUS
NCR-07	Honeycombing at column C4, ground floor	Repair method approved by structural engineer and executed	Closed
NCR-08	Plaster thickness over 15 mm on one wall, ground floor	Contractor to rectify before tiling	Open
SAFE-03	Edge protection missing at 2nd floor slab edge	Temporary barricade installed the same day	Closed

7. Look-Ahead: Next Two Weeks

- 2nd floor columns: reinforcement inspection, then pour
- Complete 1st floor brickwork
- Order 3rd floor reinforcement steel against the bar bending schedule