SAMPLE CO.

WEEKLY SITE REPORT

Sample Project · Pumping Station

Period: 15 Nov 2026 — 21 Nov 2026 · 7 days

Prepared by: Site Engineer

To: Client · Project Management Team

2	20	11	+4%	94	1
Work days	Photos	Areas worked	Avg. progress	Crew-days	Stop days

Stops: waiting for permit ×1

By contractor

Contractor	Areas	Progress	Change	Behind	Crew-days
Contractor B (Mech & Piping)	4	**81%**	+5%	2	32
Contractor A (Civil)	6	**69%**	+5%	2	62
Contractor C (Electrical)	1	**40%**	0%	1	0

Achievements this period

- A100 · Injection Manifold — Pipe supports done
- A300 · Shelter & Headers — Steel erection done
- C400 · Skid Foundations — Foundation works done
- P340 · Pipe Rack — Grouting done
- A510 · Water Tank — Tank erection done

Progress by area

WBS	Start	End	Change	Plan	Crew-days	Stop days
A100 · Injection Manifold	72%	**80%**	+8%	behind -5	12	0
A200 · Pump House	78%	**85%**	+7%	ahead +5	16	0
A300 · Shelter & Headers	64%	**70%**	+6%	behind -5	9	0
C100 · Pump Foundations	52%	**60%**	+8%	behind -5	14	0
C400 · Skid Foundations	100%	**100%**	0%	—	0	0
P340 · Pipe Rack	70%	**75%**	+5%	ahead +0	11	0
E300 · Cable Trench	40%	**40%**	0%	behind -10	0	1
G300 · UG Fire Water Line	50%	**55%**	+5%	behind -5	8	0
A510 · Water Tank	100%	**100%**	0%	—	0	0
B400 · Control Building	58%	**65%**	+7%	ahead +5	24	0
Evaporation Pond	50%	**50%**	0%	—	0	0

Equipment-days

Crane · 2 | Man lift · 2 | Roller · 1 | Loader · 1 | Water tanker · 1 | Welding machine · 2 | Excavator · 1 | Concrete mixer · 2 | Concrete pump · 1

Weather

Dust ×1 · Hot ×1

Highest temperature 41 °C

Issues & delays

3 opened · 1 closed · 2 still open

Issue	WBS	Status
Barriers missing along the open cable trench	E300 · Cable Trench	**Open · 5 d**
Waiting for GRP fittings delivery	A100 · Injection Manifold	**Open · 2 d**
Crane certificate expired	P340 · Pipe Rack	Closed 21 Nov

Tests & materials

Date	Test / material	WBS	Result
21 Nov	Concrete cubes 7-day — 31.5 MPa	B400 · Control Building	**Pass**
21 Nov	Field density test — 96 %	C100 · Pump Foundations	**Pass**
21 Nov	Holiday test on UG line	G300 · UG Fire Water Line	**Pending**
21 Nov	Rebar 16 mm — 12 t delivered	B400 · Control Building	**Delivered**

Next steps (last plan of the period)

A200 · Pump House: Cladding · Painting · Finish west elevation cladding
C100 · Pump Foundations: Compaction · Concrete pouring · Field density test then blinding
E300 · Cable Trench: Cable trench · Install barriers and signs before any work

Before / after

A100 · Injection Manifold

Before



21 Nov · 07:41 · A100 · Injection Manifold · Valve installation
GRP manifold and ball valves installed on bolted steel supports

After



21 Nov · 07:43 · A100 · Injection Manifold · Pipe supports
Supports bolted and levelled — ready for inspection

A200 · Pump House

Before



19 Nov · 08:10 · A200 · Pump House · Steel erection
Frames erected, cladding started

After



21 Nov · 08:07 · A200 · Pump House · Cladding
East elevation fully clad

A300 · Shelter & Headers

Before



19 Nov · 10:30 · A300 · Shelter & Headers · Steel erection
Shelter steel erection

After



21 Nov · 08:32 · A300 · Shelter & Headers · Pipe erection
CS headers and GRP lines on pipe supports

C100 · Pump Foundations

Before



19 Nov · 09:00 · C100 · Pump Foundations · Foundation works
Pump block foundations stripped

After



21 Nov · 09:12 · C100 · Pump Foundations · Compaction
Compaction around pedestal footings

P340 · Pipe Rack

Before



21 Nov · 10:05 · P340 · Pipe Rack · Grouting

Rack steel erected, base plates grouted

After



21 Nov · 10:08 · P340 · Pipe Rack · Steel erection

Steel erected along the rack

B400 · Control Building

Before



19 Nov · 12:00 · B400 · Control Building · Formwork

Shoring in place for the roof slab

After



21 Nov · 12:20 · B400 · Control Building · Concrete pouring

RC frame and roof slab complete

Prepared by · Site Engineer