

Project Name		Project No.		Date		Report #	
Superintendent		Owner / Agency		Contract Day		Workday Charged	☐ Yes ☐ No ☐ Partial

1. DAILY SNAPSHOT

AM Weather	PM Weather	High / Low	Rainfall	Ground Conditions	Weather Impact?	Overall Status
		/	in.	☐ Dry ☐ Wet ☐ Saturated	☐ No ☐ Yes	☐ On Track ☐ Concern ☐ Delayed

AI-GENERATED EXECUTIVE DAILY SUMMARY

Stanley composes this narrative from crew activity, production, delays, directives, safety, MOT, testing and photos. Superintendent reviews before approval.

BERGERON EMPLOYEES	BERGERON MAN-HOURS	SUBCONTRACTOR EMPLOYEES	ACTIVE EQUIPMENT	PRODUCTION ITEMS	DELAYS / IMPACTS

2. ACTIVE CREWS / WORK AREAS

Crew / Foreman	Primary Activity	Location / Station	Employees	Primary Cost Code	Status / Notes

Stanley completion rule: every active crew should have an activity, location/station and cost code before the report can be finalized.

3. LABOR + OPERATOR / EQUIPMENT ASSIGNMENTS

Purpose: preserve the direct relationship between each employee and the equipment they operated. One employee may have multiple equipment assignments in the same day. Equipment hours should reconcile to the operator's labor hours when applicable.

Employee / Operator	Emp #	Class	Crew	Cost Code	Labor Hrs	Equipment / Unit #	Work Hrs	Idle / Standby	Down	Reason / Activity

Total Employees	_____	Total Labor Hrs	_____	Equipment Work Hrs	_____	Standby Hrs	_____	Down Hrs	_____
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4. EQUIPMENT METER / SPECIAL READINGS

Unit #	Hour / Meter Reading	Fuel / DEF (optional)	Notes

5. WORK PERFORMED / PRODUCTION

Activity / Pay Item	Location / Station	Crew	Cost Code	Today's Qty	Unit	Running Qty	Remarks

AI-GENERATED CREW ACTIVITY NARRATIVE

Stanley converts the production table and superintendent voice notes into a concise narrative by crew and location.

SUBCONTRACTORS

Company | Employees | Work | Location | Qty

MATERIAL DELIVERIES

Material | Supplier | Qty | Unit | Ticket # | Location

6. QUALITY CONTROL / TESTING / INSPECTIONS

Test / Inspection	Location	Agency / Inspector	Result	Pass / Fail	Reference / Ticket	Remarks

Stanley prompt examples: "You reported placing limerock today - was density testing performed?" / "Drainage was installed - was it inspected before backfill?"

7. DELAYS / IMPACTS / CHANGED CONDITIONS

ANY DELAY OR PRODUCTION IMPACT TODAY?	☐ NO ☐ YES - COMPLETE BELOW	POTENTIAL TIME / COST IMPACT?	☐ NO ☐ YES / TBD
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Start - Stop	Location	Issue / Condition	Notified / Time	Direction Received	Impacted Crew / Equipment	Duration	Status

AI-GENERATED DELAY / IMPACT NARRATIVE

Stanley should capture: what happened, where, when, who was notified, direction received, affected labor/equipment, duration and current status.

8. OWNER / CEI / ENGINEER DIRECTION

Time	Person	Company / Agency	Direction / Comment	Location	Potential Cost / Time Impact	RFI / Ref.

9. POTENTIAL EXTRA WORK / CHANGE EVENT

Extra / Changed Work?	☐ No ☐ Yes	Directed By	_____	T&M; Ticket #	_____	Notice Required?	☐ No ☐ Yes ☐ TBD
Location	_____	Labor / Equipment	_____	Materials	_____	Management Review	☐ Required ☐ Complete

Describe basis, location and supporting documentation in the linked change-event record.

10. SAFETY

Toolbox Topic	_____	JHA / JSA Reviewed	☐ Yes ☐ No ☐ N/A	Competent Person	_____
Trench / Excavation Inspection	☐ AM ☐ PM ☐ N/A	Incidents / First Aid	☐ None ☐ Yes	Near Miss / Property Damage	☐ None ☐ Yes

SAFETY OBSERVATIONS / CORRECTIVE ACTIONS

11. MOT / TRAFFIC CONTROL

MOT Phase / Plan	_____	Lane Closure	☐ None ☐ Yes	Start / End	_____ / _____	Police Detail	☐ N/A ☐ Yes
Traffic Switch	☐ No ☐ Yes	MOT Modified	☐ No ☐ Yes	Traffic Incident	☐ None ☐ Yes	Public Complaint	☐ None ☐ Yes

MOT / TRAFFIC REMARKS

12. ENVIRONMENTAL / SITE CONDITIONS

SWPPP / BMP Inspection	BMP Deficiency	Dewatering	Turbidity	Contaminated Material	Spill / Release	Environmental Inspector
☐ N/A ☐ Done	☐ None ☐ Yes	☐ No ☐ Yes	☐ N/A ☐ OK ☐ Issue	☐ None ☐ Yes	☐ None ☐ Yes	_____

ENVIRONMENTAL REMARKS

13. VISITORS / MEETINGS / INSPECTIONS

Time	Name	Company / Agency	Purpose / Discussion	Follow-Up Required

14. PHOTOS / FIELD DOCUMENTATION

Attach field photos. Stanley proposes the time, location/station, activity and caption; superintendent confirms or edits. Prioritize completed work, underground work before burial, testing, conflicts, changed work, safety/MOT and major deliveries.

PHOTO 01

PHOTO PLACEHOLDER

Time: _____ Location/Sta.: _____

AI Caption: _____

PHOTO 02

PHOTO PLACEHOLDER

Time: _____ Location/Sta.: _____

AI Caption: _____

PHOTO 03

PHOTO PLACEHOLDER

Time: _____ Location/Sta.: _____

AI Caption: _____

PHOTO 04

PHOTO PLACEHOLDER

Time: _____ Location/Sta.: _____

AI Caption: _____

PHOTO 05

PHOTO PLACEHOLDER

Time: _____ Location/Sta.: _____

AI Caption: _____

PHOTO 06

PHOTO PLACEHOLDER

Time: _____ Location/Sta.: _____

AI Caption: _____

15. STANLEY AI COMPLETION CHECK

CHECK	STATUS	AI REVIEW / EXCEPTION
Labor complete	☐ Complete ☐ Review	
Operator-to-equipment assignments complete	☐ Complete ☐ Review	
Equipment standby/down time has reason	☐ Complete ☐ Review	
Production quantities / locations complete	☐ Complete ☐ Review	
Subcontractors / materials documented	☐ Complete ☐ Review	
Testing / inspections documented	☐ Complete ☐ Review	
Delays / impacts fully documented	☐ Complete ☐ Review	
Owner / CEI / Engineer directions captured	☐ Complete ☐ Review	
Potential extra work / T&M support reviewed	☐ Complete ☐ Review	
Safety / MOT / environmental complete	☐ Complete ☐ Review	
Photos attached / captions confirmed	☐ Complete ☐ Review	

16. TOMORROW'S PLAN

PLANNED OPERATIONS / CREWS / LOCATIONS / DELIVERIES / CLOSURES

Stanley can pre-populate tomorrow's plan from today's report and known schedule, then ask the superintendent to confirm.

17. FINAL REVIEW / APPROVAL

Superintendent	_____	Signature / Approval	_____	Date / Time	_____
Reviewed By (optional)	_____	Management Review Required	☐ No ☐ Yes	Report Locked	☐ Yes