# **CONSTRUCTION PROJECT TRACKER**

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#### PROJECT NAME

PRIMARY CONTRACTOR

ARCHITECT

#### PROJECT MANAGER

PROJECT NO.

CONTRACT NO.

REQUIRED DOCUMENTATION	SPEC. REFERENCE	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
PRIOR TO PRE-CONSTRUCTION MEETING	KEFEREINGE		NEEDED	REQUESTED	NELDED			RECEIVED	
Drawings									
Specifications									
Contract Documentation									
Overall Project Schedule									
PRIOR TO BEGINNING WORK									
Submittals									
Requests to Sublet									
Building Permits									
Requests for Approval of Materials									
Equipment lists									
WEEKLY BASIS									
Weekly Project Schedule									
Daily/Weekly Inspection Reports									
Weekly Payroll Reports									
Weekly Status Meeting Minutes									
						l			

REQUIRED DOCUMENTATION	SPEC. REFERENCE	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
MONTHLY BASIS									
Progress Payment Documentation									
Monthly Project Schedule									
PRIOR TO PROJECT COMPLETION									
Punch lists									
PRIOR TO FINAL ACCEPTANCE									
Final Inspection Reports									
As-builts									
Progress photos									
ONGOING									
Purchasing documents									
Accident reports									
Requests for Information									
Change order paperwork									
Communication records – phone, e- mail, memos, letters									
Transmittals									

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