[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11532&utm_source=integrated-content&utm_campaign=/content/product-backlog-templates&utm_medium=Construction+Backlog+Report+doc+11532&lpa=Construction+Backlog+Report+doc+11532&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**CONSTRUCTION BACKLOG REPORT TEMPLATE**

|  |  |  |
| --- | --- | --- |
| ASSIGNED TO | |  |
| REPORT AUTHORED BY | SIGNATURE | |
|  |  | |
| DATE |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CONSTRUCTION BACKLOG REPORT TEMPLATE | | |  |  |  |  |  |
| IDENTIFICATION NO. | JOB DESCRIPTION | CONTRACTOR / RESPONSIBLE PARTY | EQUIPMENT | PRIORITY | COST | STATUS | NOTES |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | Medium | $ | Not Started |  |
|  |  |  |  | Low | $ | Overdue |  |
|  |  |  |  | Medium | $ | On Hold |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | High | $ | Complete |  |
|  |  |  |  | Low | $ | In Progress |  |
|  |  |  |  | Medium | $ | In Progress |  |
|  |  |  |  | Medium | $ | Overdue |  |
|  |  |  |  | Low | $ | On Hold |  |
| TOTAL | | | | |  |  | |

|  |
| --- |
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