**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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