

# HVAC CONTROLS DAILY ACTIVITY REPORT

SUBCONTRACTOR:\_\_\_\_\_ DATE:\_\_\_\_\_

JOB NAME:\_\_\_\_\_ TRADE:\_\_\_\_\_

JOB NUMBER:\_\_\_\_\_ FLOOR:\_\_\_\_\_

MANPOWER COUNT:

GENERAL FOREMAN:\_\_\_\_\_ FOREMAN:\_\_\_\_\_ JOURNEYMAN:\_\_\_\_\_ APPRENTICES:\_\_\_\_\_

TOTAL COUNT: \_\_\_\_\_

WORK DONE AND LOCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DELIVERIES:

\_\_\_\_\_  
\_\_\_\_\_

INSPECTIONS CALLED FOR:

\_\_\_\_\_  
\_\_\_\_\_

INSPECTIONS RECEIVED:

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_