

Abhishash – Site Visit Report

Prepared by: M. Abhishash Site: NE Date: 12/07/16
 Sign of project manager: [Signature] Date: 12/07/16

Sl no.	Villa no.	Description of work	Qualitative rating	Remarks/ observations				
1	Villa no: 09	Model villa	Good	Pending work-Remarks pending Soft furnishing pending				
2	Villa no: 73	Model villa	Good	Soft furnishing pending				
3								
Works under progress								
Sl no.	Villa no.	Description of work	Work completed - percentage	Material received - percentage	Pending work's Remarks/ observations			
1	Villa no : 81	Renovation work			Pending work's Remarks/ observations			
2								
3					Work starts in couple of days			
Work yet to be started								
Sl no.	Villa no.	Description of work	Plans / Specs issued?	WO issued?	Contractor name	Material received percentage	Site ready for starting work	Remarks/ observations
1	Villa no : 81	Renovation work	no	NO			No	Renovation to be done
2								
3								
Remarks								
Soft furnishings are pending								

Note: 1. Report to be prepared and submitted on the same day during site visit by email. 2. Report to be signed by project manager, scanned and sent to project manager. All and purchase. 3. Photographs may be attached with the email (800 x 600 approx). 4. Keep the report on the point and report should be actionable.