



file in file
Abhilash – Site Visit Report 

Prepared by	M. Abhilash		Sign			Date	22/6/16	14/06/2016
Site	NE		Sign of project manager			Date		
Works recently completed.								
Sl no.,	Unit no.,	Description of work	Qualitative rating	Pending works/Remarks/Observations				
1.	Villa no : 09	Model villa	Good	Soft furnishings				
2.	Villa no :73	Model villa	Good	Soft furnishings				
3.								
Works under progress								
Sl no.,	Unit no.,	Description of work	Work completed - percentage	Material received - percentage	Pending works/Remarks/Observations			
1.								
2.								
3.								
Work yet to be started								
Sl no.,	Unit no.,	Description of work	Plans / Specs issued?	WO issued?	Contractor name	Material received percentage	Site ready for starting work	Remarks/Observations
1.	Villa no : 58							No false ceiling & kitchen cabinets are provided
2.	Villa no : 58							No false ceiling & kitchen cabinets are provided
3.								
Remarks								
Decoration of model villas has to be done.								

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. MD and purchase. 3. Photographs may be attached with the email (800 x 600 approx). 4. Keep the report to the point and report should be actionable

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