Abhilash - Site Visit Report

Prepared by: Sl. Abhilash | Sign: | Date: 21-06-2016

Site: MNM | Sign of project manager: | Date: 24/06/16

Works recently completed

Sl no.	Unit no.	Description of work	Qualitative rating	Pending works/Remarks/Observations
1.	Villa no.18	Model Villa	Good	Soft furnishings is pending
2.	Villa no.21	Model Villa	Good	Soft furnishings is pending
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.								
2.								
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 Chairman. 3. Photographs may be attached with the email if deemed appropriate. 4. Keep the report in your system and report to all the concerned.