

Daily Logs

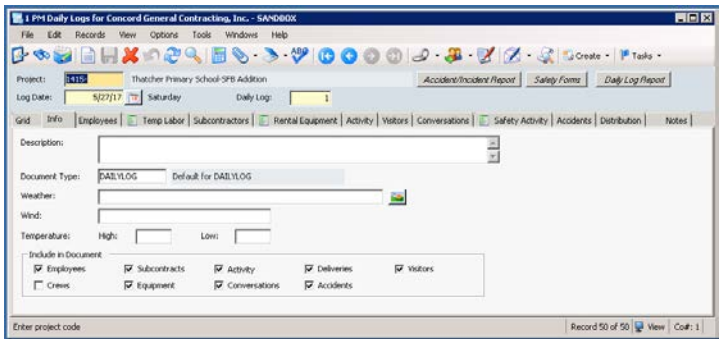
PURPOSE

This procedure ensures that required daily information for project activities is completed and becomes an official record of events that took place on that day. These not only reduce our risk on projects, but are also required by OSHA and management.

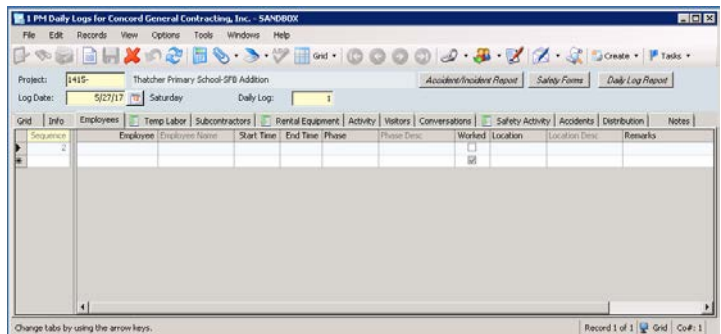
INSTRUCTIONS

Open Viewpoint, Project Management, Programs, PM Daily Log

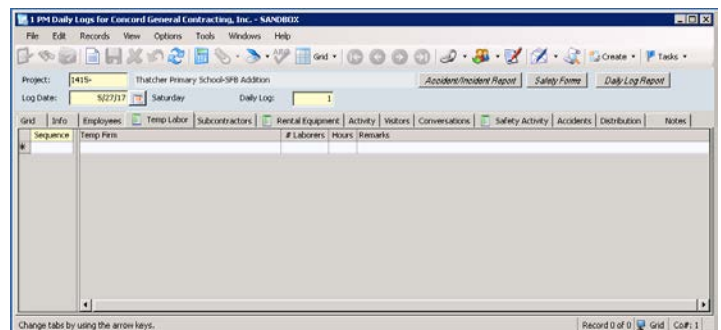
- Enter your project number
- Enter the date of the log (you will do one complete log for each day). You can also click the calendar icon to the right to choose the date.
- Enter the log number (Superintendents will typically always use 1). This is useful in case multiple Superintendent need to keep separate logs
- On the Info tab:
 - Description and Document Type will pre-fill
 - Enter the current weather information. You can press the weather button to bring up the current weather condition



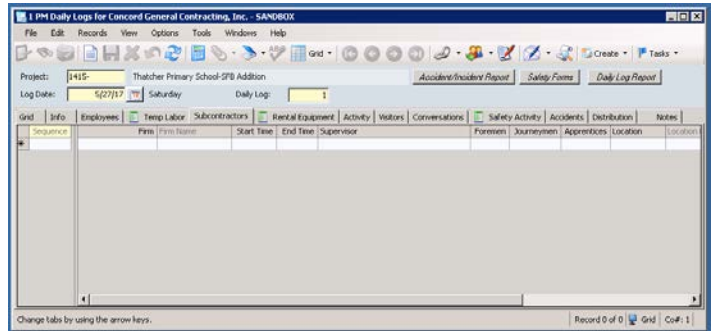
- On the Employees tab:
 - Click in the Employee field and use F4 to choose the Concord employee(s) that were on site. **All Concord employees on site, even office personnel, must be recorded**
 - Enter the start time – must be in military time
 - Enter the end time – must be in military time
 - Skip the phase box
 - Check the Worked box for those who worked that day
 - Use the remarks box to enter a complete summary of the work that the employee performed that day
 - Repeat for all Concord employees that were on site



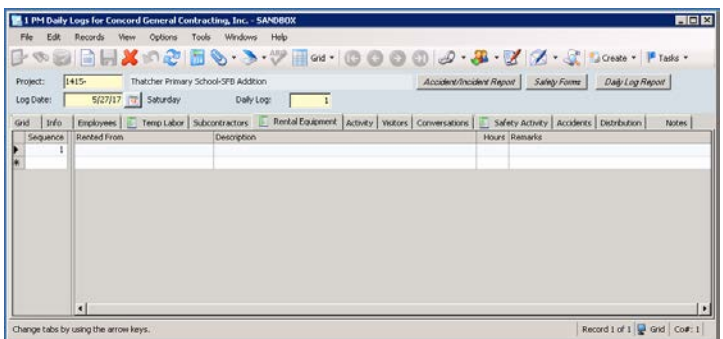
- On the Temp Labor tab:
 - Enter the firm(s) that supplied the laborer(s)
 - Enter the number of workers supplied
 - Enter the hours they worked that day
 - Use the remarks box to enter a description of the work that the temp(s) performed that day



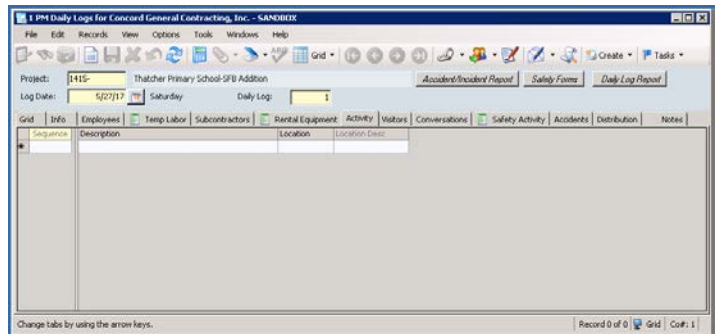
- On the Subcontractors tab:
 - Click in the Firm field and use F4 to choose the firm number that worked
 - Enter the start time – must be in military time
 - Enter the end time – must be in military time
 - Enter the name of the supervisor
 - Enter the number of foremen, journeymen, and apprentices on site
 - Skip location
 - Use the remarks box to enter a description of the work that the subcontractor performed that day



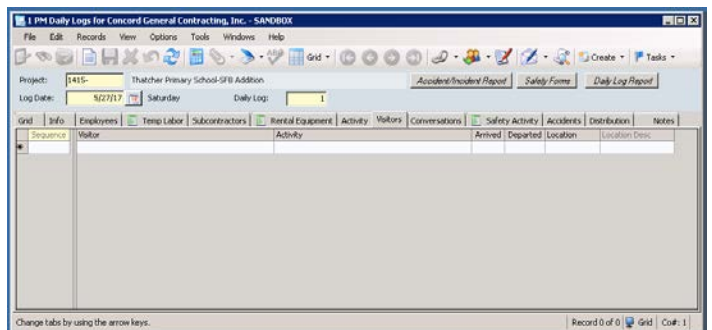
- On the Rental Equipment tab:
 - **Note: Only track equipment rented by Concord**
 - Enter the company the equipment was rented from
 - Click in the Description field and enter a description of the equipment rented
 - Enter the number of hours the equipment was rented
 - Use the remarks box **only** to record any issues with the equipment



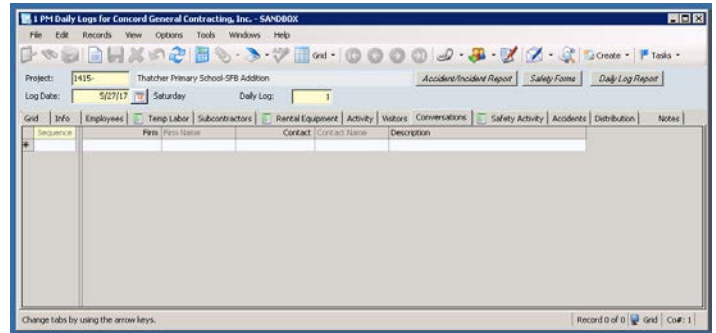
- On the Activity tab:
 - Enter a description of the following types of activities:
 - Deliveries of any stored material on site
 - Group visits/walkthroughs
 - Any other activities outside of normal operations



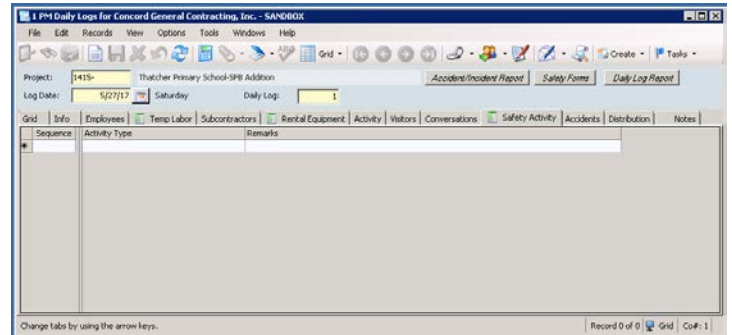
- On the Visitors tab:
 - Click in the Visitor field and type the name and employer of the person that visited
 - Enter a detailed description of all visitors' activities/reason for being on site
 - Daily Safety Inspections, Equipment Insp., Scaffold Insp., Non-Compliance Forms, Near-Miss, Accident/Incident
 - Enter the arrival time – must be in military time
 - Enter the departure time – must be in military time



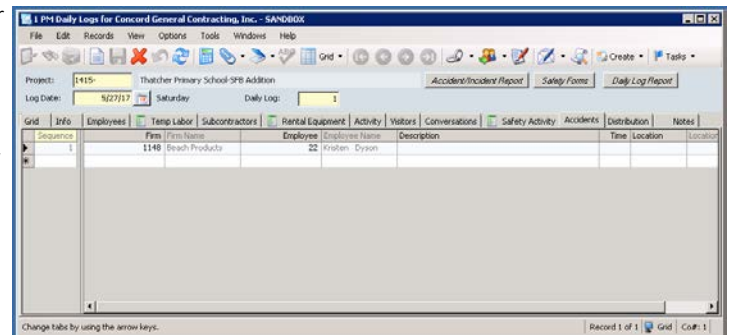
- On the Conversations tab:
 - Click in the Firm field and use F4 to choose the firm number that you had the conversation with
 - In the Contact field, use F4 to choose the person you spoke with
 - If they are not listed, put their name /company in the description field, along with describing the conversation



- On the Safety Activity tab:
 - Enter a description of the following types of safety-related activities:
 - Toolbox Talks
 - Subcontractor Safety Meetings
 - Internal Safety Inspections
 - Tracking subcontractor issues and remedies
 - Repeat for any of the above activities



- On the Accidents tab:
 - Click in the firm field and use F4 to choose the firm number for the person in the accident
 - If the accident involved a Concord employee, select firm 1 for Mesa, or 2 for Tucson.
 - If the accident involved a Concord sub, select the sub's firm.
 - If the accident involved a third-tier sub, select the sub's firm, and enter the third-tier's name in the description.
 - In the Employee field, use F4 to choose the employee/person involved
 - If they are not listed, skip this field and put their name in the description field
 - In the description field, always write "see report". Do not enter further details in this field
 - **See accident reporting instructions**
 - Skip the remaining columns

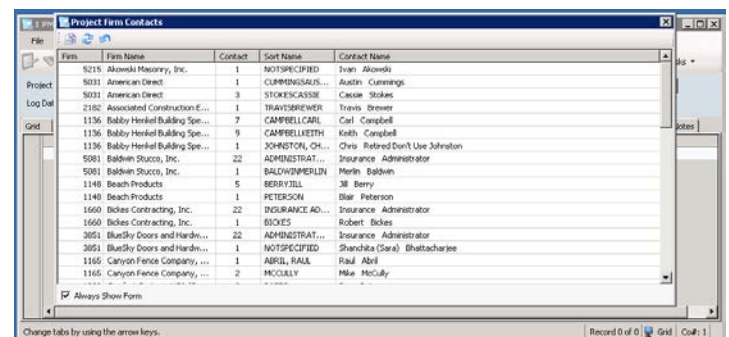


- On the Distribution tab:
 - See distribution instructions if applicable

• The following documents should be attached to your Daily Log:

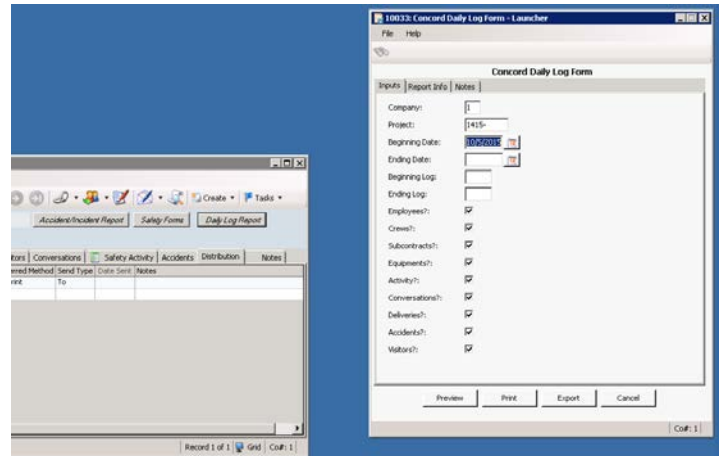
- **See instructions for scanning and attaching**

- Save the form



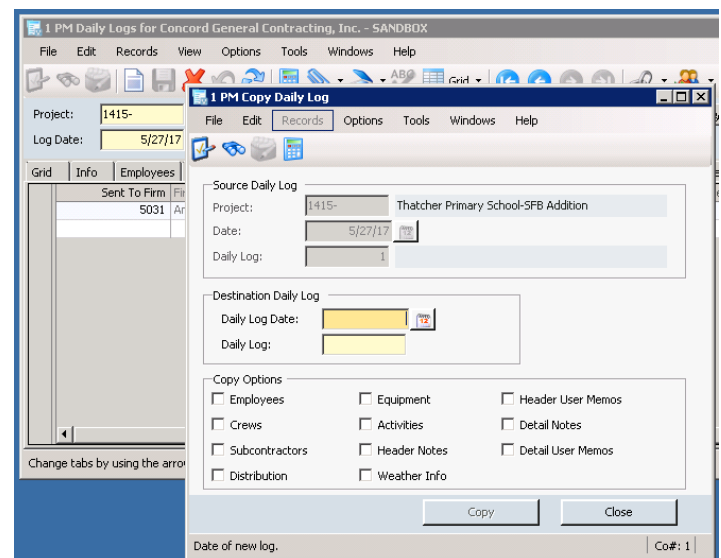
To print Daily Logs

- Open Viewpoint, Project Management, Programs, PM Daily Log
- Press the “Daily Log Form” button in the header
 - *Alternatively, go to Options, Reports and choose Concord Daily Log Form (you must be in the Info or Grid tabs)*
- The form will prefill with today’s date; update this field as necessary
- The form will prefill with Log 1; update this field as necessary
- Choose print or preview
- Exit



To generate future Daily Logs

- Open Viewpoint, Project Management, Programs, PM Daily Log
- Enter your project number
- Enter the date of the log you want to copy from (usually the last date you entered)
- Enter the log number
- Go to File and choose Daily Log Copy
- Enter the date of the next log you wish to generate (or use the calendar icon)
- Enter the log number (this will be the same number as the last log created)
- Check all the boxes at the bottom for the information to copy
- Click Copy – this will take you back to your Daily Log screen
- You are now on your new log and can make changes
- Modify all the information on the tabs as needed (using above steps)
- Save the form



HOW TO GET HELP

Call 480-962-8080 and ask for Diane Cooper or our Technology Helpdesk, or email help@concordinc.com