

REPRESENTATIVE DELIVERABLE

Weekly Project Control Log

Sample Active Project | Reporting Week 12 | Issued August 11, 2026

Representative sample. Project names, quantities, dates, and issue references are illustrative and do not disclose client data.

14 OPEN RECORDS	4 DUE THIS WEEK	2 POTENTIAL COST IMPACTS	0 OVERDUE SUBMITTALS
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Active record register

Record	Subject	Responsible	Due	Status	Commercial note
RFI-018	Facade transition at podium	Architect	Aug 13	Pending	Potential added flashing
SUB-027	Fiber-cement product data	ModelMason	Aug 12	Submitted	No cost impact
SUB-031	Metal-panel color samples	Owner / Architect	Aug 16	Review	Procurement hold
CE-006	Revised entry canopy cladding	PM	Aug 14	Pricing	Change order review
RFI-022	Window perimeter sealant scope	GC	Aug 15	Open	Scope clarification
ADD-003	East elevation finish revision	Estimator	Aug 12	Reviewed	Quantity update complete

This week's priorities

Priority	Required action	Owner	Completion evidence
1	Close RFI-018 before podium flashing release.	GC / Architect	Written RFI response
2	Complete CE-006 quantity and pricing review.	PM / Estimator	Change-event worksheet
3	Confirm metal-panel sample disposition.	Owner / Architect	Approved submittal stamp
4	Update procurement log after color approval.	ModelMason	Revised required-on-site dates

Escalation rules

- Raise any response that changes scope, quantity, or material before work proceeds.
- Flag approvals that threaten procurement lead times within one business day.
- Keep each record linked to its drawing, specification, addendum, or response source.