

Sample weekly construction report

This sample weekly construction report brings together what happened on site, what needs attention, what happens next and which decisions need your approval. It is designed to be useful whether you visit regularly or manage your Goa project from elsewhere.

You receive the report on the agreed reporting day, including weeks when progress is limited. Weather, a design query or a pending decision is recorded with its effect on the programme. Urgent safety matters and time-sensitive decisions are communicated when they arise rather than held for the weekly update.

Sample report: independent house in Socorro, Porvorim

Demonstration only: This is a fictional report showing the level of information a client can expect. Names, references, dates, quantities and financial figures are illustrative.

Project detail	Weekly update
Project reference	DEMO-POR-01
Property	Three-bedroom, ground-plus-one independent house
Planned built-up area	240 sq m across both floors; plot area is separate
Contract scope	Materials-and-labour civil package covering foundations, RCC structure, masonry and internal/external cement plaster, as defined in the agreed drawings and bill of quantities; separately appointed specialist works excluded
Reporting period	5-10 January 2026
Report issued	10 January 2026
Prepared and reviewed by	Project Civil Engineer / Project Manager - demonstration roles
Current stage	Plinth-beam concreting completed; curing and subsequent inspections in progress
Programme status	One local activity moved by one working day; agreed overall completion forecast unchanged at this review
Current civil-works completion forecast	30 May 2026, subject to the dependencies recorded below

What was completed this week

Activity	Planned	Recorded outcome
Plinth-beam reinforcement and formwork	Complete scheduled sections and obtain pre-pour review	Completed; one cover-block observation corrected before release
Service sleeves through scheduled locations	Confirm locations before concreting	Locations checked against coordinated drawings; no unapproved cutting instructed

Activity	Planned	Recorded outcome
Plinth-beam concrete	Pour on 8 January	8.4 cubic metres placed on 9 January after final inspection release
Curing arrangements	Begin after placement as specified	Started; responsible person and inspection entries recorded
Backfilling preparation	Confirm material and sequence	Material source reviewed; actual filling remains subject to the engineer's release

Quality checks and items requiring attention

Record	Observation	Action and status
QC-014: pre-pour check	Cover blocks displaced at two locations during preparation	Repositioned and rechecked on 8 January; closed before pour
QC-015: concrete placement	Delivery records, specified workability checks and sample identification recorded	Placement record complete; laboratory strength results pending
TEST-006: concrete samples	Samples scheduled for 7-day and 28-day testing	Results due 16 January and 6 February respectively; not marked as passed
RFI-003: entrance step detail	Architectural detail required clarification before related masonry	Clarification received on 9 January; incorporated into the current drawing set

Inspection release for placement does not mean later-age concrete results are already available. Loading, formwork removal and subsequent work follow the structural engineer's instructions and recorded release conditions.

Programme and site conditions

The concrete placement moved from Thursday to Friday while the entrance detail and pre-pour observations were closed. The current programme has sufficient allowance to absorb this one-day movement without changing the overall civil-works completion forecast. This will be reviewed against actual progress next week.

No rain interruption was recorded in this demonstration week. Material deliveries were scheduled using the agreed access route, with the public road kept clear of stored material.

Decisions needed from the owner

Decision	Required by	Cost or programme implication
Approve the additional utility-room partition proposal, VAR-002	13 January	Proposed addition of ₹18,000; not approved, not ordered and not included in the revised contract value
Confirm ground-floor door opening sizes against the current schedule	14 January	Late revisions may require changes to masonry, lintels and procurement

Decision	Required by	Cost or programme implication
Confirm appointment of the specialist waterproofing contractor	17 January	Interface meeting required before affected areas are finished; specialist price remains outside this contract

VAR-002 covers approximately 75 sq ft of additional utility-room brick partition, measured on one face, including cement plaster to both faces. The illustrative allowance is ₹240 per sq ft, totalling ₹18,000 excluding GST. Painting, electrical alterations and any additional structural support are excluded. The proposal remains subject to drawing confirmation and approval.

Money: approved, claimed and still undecided

All figures below exclude GST. Applicable GST is identified separately in the quotation and invoices. This is a demonstration of cost reporting, not an advertised construction price.

Financial position	Amount
Original civil-works contract	₹36,00,000
Approved change VAR-001: additional boundary-side drain work	₹42,000
Revised approved contract	₹36,42,000
Previously assessed work value	₹6,00,000
Additional work value assessed this period	₹1,80,000
Cumulative assessed work value	₹7,80,000
Payments received to date	₹6,00,000
Assessed value not yet paid	₹1,80,000, subject to the agreed invoicing and payment terms
Approved contract value not yet assessed	₹28,62,000
Proposed change VAR-002, not approved	₹18,000

The additional assessed value includes eligible reinforcement, formwork, concrete and other measured work recorded for this period; it is not a concrete-only charge.

If VAR-002 is accepted at the proposed value, the contract would increase to ₹36,60,000 excluding GST. Until then, the approved value remains ₹36,42,000. Work value, cash paid and physical completion are different measures; payment does not represent a percentage completion certificate.

Work planned for 12-17 January

- Continue curing and record the required checks.

- Review the 7-day laboratory result when issued; refer any concern to the structural engineer.
- Obtain release for backfilling and carry it out in the approved sequence, with specified compaction checks.
- Mark the next masonry work against the latest drawings once preceding work is released.
- Resolve the owner decisions listed above and update the change register.

Records shared with the report

The sample record set includes the updated programme, pre-pour checklist, concrete placement record, test schedule, current drawing register, action register and variation summary. Dated site images are linked to the relevant work record when available.

Need an update explained? Reply to the report with the record number. We will clarify the observation, decision or next step and keep the response with the project record.

Discuss reporting for your Goa project.