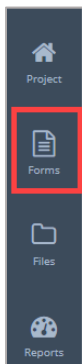# New Jobsite Activity Report

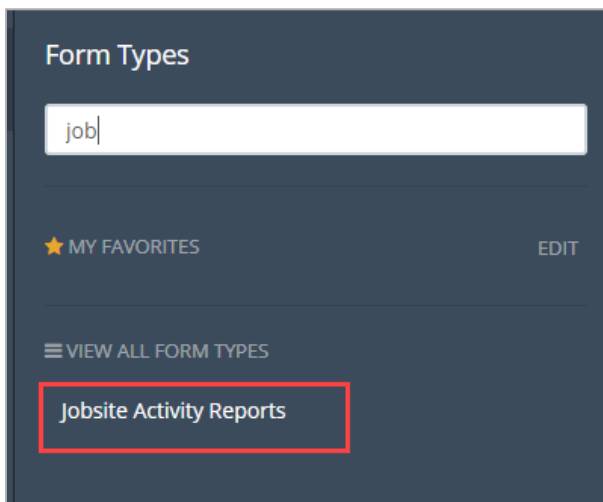This report is created by the DGS Project Manager to record site visits and information related to COVID-19.

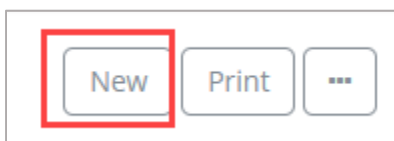**Create A New Jobsite Activity Report**

1. Within the project, click the **Forms** icon on the left navigation pane.

2. In the search area of the **Form Types** start to enter Job and select **Jobsite Activity Report**.

3. Select the **New** button in the upper right corner.

4. Enter the title of the jobsite activity report in the **Subject** field.

Subject   * Required

> Type the Subject

5. Click inside the **Date** field to enter the date the report was created.

Date

6. Enter the **Report #**.

Report #

> Type the Report #

7. Enter the **Weather (Temperature & Description)** taken on the day of the report.

Weather (Temperature & Description)

> Type the Weather (Temperature & Description)

8. Enter the **Name of the General Contractor**.

Name of General Contractor

9. Enter the number of **GC Personnel Working on Site**.

Number of GC Personnel Working on Site

10. Click the **Create New** button to add the **Subcontractor Personnel**.

Subcontractor Personnel   Create New

Name of Subcontractor	Number of Personnel Working on Site

a. Enter the **Name of the Subcontractor**.

Name of Subcontractor

      b. Enter the **Number of Personnel Working on the Site**.

Number of Personnel Working on Site

11. Enter the **Time of Day**.

Time of Day

Type the Time of Day

12. Enter a **Description of the Work Observed**.

Description of Work Observed

13. Enter the **General Appearance, Cleanliness, Site Organization**.

General Appearance, Cleanliness, Site Organization ⑦

Type the General Appearance, Cleanliness, Site Organization

14. Enter the **Safety Conditions & Covid-related Observations**.

Safety Conditions & Covid-related Observations ⑦

15. List all **Major Equipment on Site**.

Major equipment on site ⑦

| ↗ | B | I | U | S | ◐ | ¶ ▾ | ☰ | ☰ | ⸜ | ↺ | ↻ |

16. Enter **Compliance** information.

Compliance ⑦

| ↗ | B | I | U | S | ◐ | ¶ ▾ | ☰ | ☰ | ⸜ | ↺ | ↻ |

17. Enter **Environmental Controls**.

Environmental Controls ⑦

| ↗ | B | I | U | S | ◐ | ¶ ▾ | ☰ | ☰ | ⸜ | ↺ | ↻ |

18. Enter **Problems/Unusual Conditions or Circumstances**.

Problems/Unusual Conditions or Circumstances �circled-?

| ↗ | **B** | *I* | U̲ | S̶ | ⬦ | ¶ ▾ | ☰ | ☰ | % | ↺ | ↻ |

19. Enter the names of **Visitors**.

Visitors �circled-?

| ↗ | **B** | *I* | U̲ | S̶ | ⬦ | ¶ ▾ | ☰ | ☰ | % | ↺ | ↻ |

20. Enter **Information Received or Transmitted**.

Information Received or Transmitted �circled-?

| ↗ | **B** | *I* | U̲ | S̶ | ⬦ | ¶ ▾ | ☰ | ☰ | % | ↺ | ↻ |

21. Enter **Additional Comments.**

Additional Comments

| ↗ | **B** | *I* | U̲ | S̶ | ⬦ | ¶ ▾ | ☰ | ☰ | % | ↺ | ↻ |

22. Enter the name of the person who prepared the report in the **Report Prepared by** field.

> Report Prepared by
>
> [   ]

23. Enter the title of the person in the **Position** field.

> Position
>
> [Type the Position   ]

24. Enter the **Date Prepared**.

> Date Prepared
>
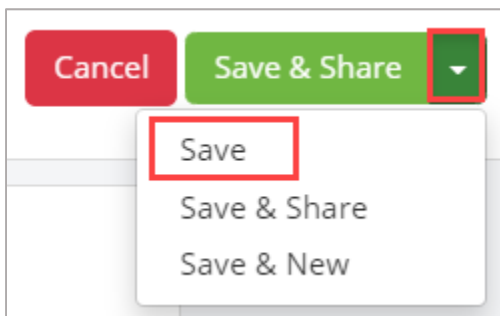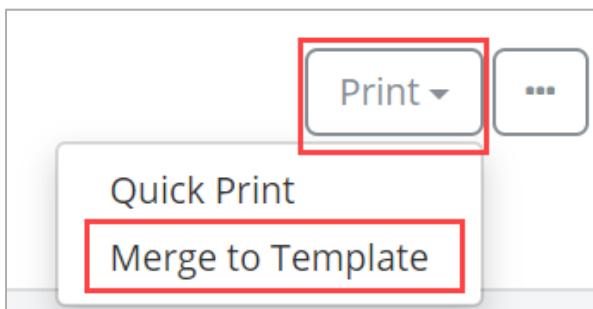> [   ]

25. Click Save & Share and share with the applicable share groups or individuals.

> | Cancel | Save & Share | ▾ |
>
> Save
> Save & Share
> Save & New

Printing the Jobsite Activity Report

1. Click the **Print** button and click **Merge to Template**.

> Print ▾   ⋯
>
> Quick Print
> Merge to Template

2. Click the radio button to select the **Jobsite Activity Report** template and click the **Merge** button.

3. When the Jobsite merge document opens, click the **up arrow** on the **Save & Download** button. Choose **Save & Share** to share with the applicable parties, **Save & Email** or **Save & Download** to save the document on your computer or in a shared drive.

Editing the Jobsite Activity Report

1. Open the Jobsite Activity Report log and click the Edit button located on the right side of the record you wish to edit.

2. Update the record with any changes.

3. Once the Jobsite Activity Report editing is complete, click the **Save** button.