

# SCAFFSKILLS

## WEEKLY PROGRESS REPORT

PROJECT: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
MAIN CONTRACTOR: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_ REPORT No.: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

### 01 — WORK COMPLETED THIS WEEK

#### Work Completed This Week

*Areas erected, lifts completed, bay counts, handovers.*

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### 02 — WORK PLANNED FOR NEXT WEEK

#### Work Planned for Next Week

*Areas to erect, sections to strike, any key milestones.*

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### 03 — INSTRUCTIONS RECEIVED

#### Instructions Received

*Note who gave the instruction, date, method, and confirmed in writing.*

Ref	Date	From	Description	Confirmed?

### 04 — DELAYS & ACCESS ISSUES

#### Delays & Access Issues

*Note any delays caused by access, design, programme, or third parties.*

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### 05 — ACTIONS REQUIRED FROM MAIN CONTRACTOR

#### Actions Required from Main Contractor

*What do you need from them before next week?*

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Prepared by: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_