VIRGINIA
PRO SERVICES

Virginia Pro Services - SAMPLE
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SAMPLE - demonstration project
Fictional records, amounts and project images. Not a real job or price offer.

Construction Daily Report

SAMPLE-DR002 - October 20, 2026

PROJECT Interior repair and storage refresh	PREPARED BY Avery - sample installer
ADDRESS Fictional demonstration home, Example, VA	GC / CLIENT Virginia Pro Services - sample team

Summary of Work

Second sample visit: verified the kitchen hardware and pantry shelves installed on the prior visit, then finished the wall painting including the approved 40 sq ft extension. Cleaned work areas and recorded the separate baseboard scuff as outside scope.

Weather

Clear (fictional) / 68 F / Precipitation None

Manpower / 1 total workers

VPS sample team
/ Interior repairs / 1 workers / 4 hrs

Daily Work Details

Kitchen hardware - final check

Carpentry / Kitchen / 1 workers / 0.5 hrs / Completed

Checked all 12 pulls and door movement. Warm-white fronts remain in place.

Notes: Sample comparison: earlier knobs at left; completed hardware detail at right.



Sample project: earlier condition at left; example completed detail at right.

Pantry shelving - final check

Carpentry / Pantry / 1 workers / 0.5 hrs / Completed

Checked five white shelf levels, cleat fixings and finished edges.

Notes: Sample comparison: wire shelving at left; intended completed shelves at right.



Sample project: earlier condition at left; example completed detail at right.

Wall finish and approved change

Finishing / Living room / 1 workers / 3 hrs / Completed

Applied final finish to original wall area and approved 40 sq ft extension under SAMPLE-CO001. Protected and cleaned floors.

Notes: Sample comparison: earlier patch preparation at left; intended completed surface at right.



Sample project: earlier condition at left; example completed detail at right.

Issues / Delays

Separate baseboard scuff outside agreed scope remains unchanged.
/ Responsible: VPS review if customer requests / Impact: No delay to approved work / Status: Additional work recommended

Deliveries

Previous day: Morgan collected order SAMPLE-SUP-001 at 7:12 AM and uploaded the fictional store receipt at 7:14 AM. Delivered to the job at 8:45 AM, before the 9:00 AM target. No additional delivery today.

Safety

Floor protection maintained. Work area kept clear; sanding dust cleaned before finish work. No incident in this fictional example.

Inspections

Internal workmanship check only: shelf fixings, door operation and wall finish reviewed. No municipal inspection is represented.

Visitors

Sample customer reviewed the work area.

Tomorrow's Plan

No further site work scheduled. Customer review and curing time remain; additional work requires a new review.

General Notes

This is a daily activity record, separate from the customer completion report, invoice and store purchase receipt.

Additional Information

Approved change:
SAMPLE-CO001: +40 sq ft painting; +$85.00