USDA - Forest Service

CONTRACT DAILY DIARY

(Reference FSH 6309.11)

1. FOREST

2. CONTRACT NO.

3. PROJECT

4. CONTRACTOR

5. CONTRACTOR REPRESENTATIVE ON SITE

6. GOVERNMENT OFFICIALS ON SITE

7. DATE	8. DAY OF WEEK	9. TIME ARRIVED	10. TIME DEPARTED	11. WEATHER

12. TEMPERATURE °F. *Min.* *Max.*	13. GROUND CONDITION	14. CONTRACT TIME	15. DAYS USED	16. COMPLETION DATE

17. TIME USED *(%)*	18. WORK COMPLETED *(%)*	19. WORK ON SCHEDULE	20. CONTRACTOR'S WORK - *(X Appropriate Box)*
		☐ YES ☐ NO	☐ Acceptable ☐ Unacceptable - *Explain in narrative*

21. CHANGE ORDERS/AMENDMENTS ISSUED

22. WORK ORDERS ISSUED *(Include SUSPEND/RESUME)*

23. MATERIALS FURNISHED TO JOB SITE *(Furnished By: G-Govt.; C-Cont.; S-Subcont.)* → →

	↓

24. LIST EQUIPMENT ON SITE *(Furnished by G-Govt.; C-Cont.; S-Subcont.)* → → → →

Type	Contract Item Number and Location of Use	Hours Used	↓

25. LIST CONTRACT PAYMENTS, REPORTS, CORRESPONDENCE, ETC.

Item	Prep	Submit

26. WORKERS ON SITE

Classification	Number PRIME	Number SUB

27. GOVERNMENT PROVIDED SERVICES ADEQUATELY AND TIMELY

☐ YES ☐ NO - Explain in narrative

28. NARRATIVE REPORT

29. SIGNATURE	30. TITLE	31. ADDTL SPACE NEEDED ☐

(continued on 6300-21)

Distribution: Original - CO *(weekly)*; COR, SO, PROJ ENG

Previous editions of this form are obsolete.