

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

**PROJECT DIARY – DAILY GENERAL SHEET**

Page No.: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Weather: \_\_\_\_\_ A.M.: \_\_\_\_\_ P.M.: \_\_\_\_\_

Temperature: \_\_\_\_\_ Low: \_\_\_\_\_ High: \_\_\_\_\_

Prime Contractor Worked: Hours: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Project Number: \_\_\_\_\_

Contract Id. No.: \_\_\_\_\_

Entries:

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_

Inspector Keeping This Diary

**Approved by:**  
**Initials**

\_\_\_\_\_  
Project Inspector

**Number of Inspector's Daily Reports attached for this date:** \_\_\_\_\_