

# Construction Work Completion Report

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## 1. Project Information

- **Project Name:** [Name of the Construction Project]
- **Project Location:** [Detailed Address or Description of Location]
- **Project Manager:** [Name of the Project Manager]
- **Contractor:** [Name of the Construction Firm]
- **Client:** [Name of the Client or Owner]

## 2. Project Scope

- **Description:** Provide a brief overview of the project, including the type of construction (e.g., residential, commercial, infrastructure).
- **Objectives:** Outline the primary objectives of the project as stated in the initial agreement.

## 3. Contract Details

- **Contract Date:** [Date of Contract Signing]
- **Completion Date:** [Actual Completion Date]
- **Contract Value:** [Total Cost of the Project]

## 4. Work Summary

- **Work Performed:** List all major construction activities undertaken and completed, with brief descriptions for each.
- **Phases of Construction:** Break down the project into its various phases (planning, excavation, structural, finishing, etc.), and provide completion details for each.

## 5. Compliance and Approvals

- Detail the compliance with all relevant building codes, standards, and regulations.
- Include a list of all inspections and approvals received throughout the project lifecycle from relevant authorities.

## 6. Budget and Financial Information

- **Original Budget vs. Final Spend:** Compare the planned budget against the actual expenditure.
- **Cost Overruns:** Explain any deviations from the budget, including the reasons and how they were managed.

## 7. Challenges and Resolutions

- Discuss significant challenges faced during the construction project and describe how they were resolved.

## 8. Project Deliverables

- Confirm that all deliverables outlined in the contract have been met, including any physical structures built, documentation provided, and additional client requests fulfilled.

## 9. Quality Assurance

- Summarize the quality control measures and testing procedures implemented to ensure the integrity and safety of the construction.

## 10. Completion Acceptance

- Include a statement from the client or project owner confirming that the work has been completed to their satisfaction and according to the contract terms.

## 11. Lessons Learned

- Reflect on the project, noting any lessons learned that could improve future projects.

## **12. Appendices and Supporting Documentation**

- Attach all relevant documents such as contractual agreements, change orders, inspection reports, and approval certificates.

## **13. Sign-off**

- Get formal sign-offs from the project manager, contractor, and client, indicating that all parties agree the report is accurate and the project is complete.