SUMMER PROJECT
DAILY WORK RECORD
Southwest Region School District

To be completed by employee
Submit weekly w/per Diem Form

Name:_____ Month:_____ Year:_____

Date	Daily Time on project	Extra Daily Time on project	Total hours per day	WORK DETAILS	PROJECT CODE

Work details: type and extent of work performed: List support work (paperwork, prep time, meetings, travel, weather-holds) to the project code.

Inspected (Insp.) Repaired (Rprd.) Replaced (Rplcd.) Installed (Instld.) Unfinished (Unfin.)
Temporary Repair (Temp.Rprd.) Parts Ordered (Prts. Ord.) Materials Ordered (Mat. Ord.)
Completed (Comp.)