

CONSTRUCTION STATUS REPORT INSTRUCTIONS

UNDERSTANDING THE REPORT

The Construction Status Report is intended as a concise summary of the project and should be filled out and submitted monthly by the CM/builder team. This report will be periodically shared with upper leadership at the university. Therefore, special care should be taken to ensure all information presented in this report is clear and accurate.

There are two versions of the form: one for the pre-construction phase and one for the construction phase. Select the version that best reflects your project's current status. Submissions are required monthly until the building is owner-occupied.

The Construction Status Report can be downloaded from the "Forms" section of the PDC "Forms & Standards" webpage: <https://pdc.ufl.edu/resources/forms-standards/>

COMPLETING THE REPORT

TEXT: Keep all responses concise. Each section of the form includes built-in instructions—read them, then delete the instruction text and replace it with your response.

IMAGES: Fill out the form as a native PDF in Adobe Acrobat. Do not submit a flattened PDF or any other file type. Use only the image boxes provided; this is not a layout exercise. When selecting images, keep in mind that the form will be periodically printed as an 11"x17" spread, and that your audience is the university upper leadership. Choose images that are legible at that print size and that communicate the project at a high level (e.g. site logistics plans, site conditions, cost/schedule charts, drone photos, progress photos). Avoid construction drawing details, title pages, or text-heavy images.

NAMING & UPLOADING

Once you have finished filling out the appropriate version, please save your file using the following file naming convention:

YYYY-MM_UFprojectnumber_CSR

Ex: 2026-09_UF-689_CSR

Ex: 2026-09_26001_CSR

The report should then be uploaded to ACC: navigate first to the "Files" tab, then "General→Surveys-Tests-Reports→Construction Status Report."

Create a separate folder in this location to upload all images used in this form.