

Model Document: Progress Report

Hobard Construction Company

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August 14, 2009

Walter M. Wazuski
County Administrator
109 Grand Avenue
Manchester, NH 03103

Dear Mr. Wazuski:

Subject: Progress Report 8 for July 1–July 29, 2009

The renovation of the County Courthouse is progressing on schedule and within budget. Although the cost of certain materials is higher than our original bid indicated, we expect to complete the project without exceeding the estimated costs because the speed with which the project is being completed will reduce overall labor expenses.

Costs

Materials used to date have cost \$78,600, and labor costs have been \$193,000 (including some subcontracted plumbing). Our estimate for the remainder of the materials is \$59,000; remaining labor costs should not exceed \$64,000.

Work Completed

As of July 29, we had finished the installation of the circuit-breaker panels and meters, the level-one service outlets, and all the subfloor wiring. The upgrading of the courtroom, the upgrading of the records-storage room, and the replacement of the air-conditioning units are in the preliminary stages.

Work Scheduled

We have scheduled the upgrading of the courtroom to take place from August 31 to October 7, the upgrading of the records-storage room from October 12 to November 18, and the replacement of the air-conditioning units from November 23 to December 16. We see no difficulty in having the job finished by the scheduled date of December 23.

Sincerely yours,

Tran Nuguélen

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ntran@hobardcc.com



FIGURE P–6. Progress Report

Source: Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu (Bedford/St. Martin's 2009)