

# Using Adobe to fill out DSFR Forms

## Example of DSFR

 6713 Netherlands Drive Wilmington, NC 28405 Phone: 910.452.7900 Fax: 910.452.7913	<b>DAILY STATUS FIELD REPORT</b>		<input type="checkbox"/> Plumbing 1500 <input type="checkbox"/> Piping 1600 <input checked="" type="checkbox"/> HVAC 1700  <input type="checkbox"/> Service 1800 <input type="checkbox"/> Electrical 1900																																																													
	<b>Project Name:</b> Embassy Suites	<b>Project Number:</b> 16.015	<b>Date:</b> Monday August 21, 2017																																																													
	Weather Conditions: Sunny/Clear/Breezy Temperature: A.M. : 70    P.M. : 80 Loss Time:                      Hours                      Employees		Increment weather comments: =    Total Loss Manpower Hours																																																													
	First Section																																																															
Work Performed Today: 1flr: Installed unit heaters in boiler room 2flr: Tie to breakfast buffet hood. 4-5flr: Fire caulked duct pen from corridor																																																																
Work Performed by GC Today: Supervised																																																																
Note All Concrete Pours: None																																																																
For the above referenced project number, T. A. Woods Company is serving as the: <input type="checkbox"/> GC/Controlling <input checked="" type="checkbox"/> Subcontractor																																																																
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Delays/Problems/Field Directives: Waiting on Prec Walls to fix fire damper , louver, and duct open on ground 2-7 flrs																																																																
General Comments: Prec Walls still installs sheetrock around closet WSHP's making tie difficult/impossible. Happening on every floor with tie.																																																																
Last Section																																																																
Daily 5x3's: 1. Heat Stress 2. Hydration 3. Heat Stress First Aid																																																																
Reported Accident/ Injury: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                      Incident Report / ART Completed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A																																																																
By providing my signature, I am validating that the information provided is true and correct to the best of my knowledge. Superintendent's Signature:                      Sign name here                      Date: 8/21/2107																																																																

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## First Section

The diagram shows the first section of the 'DAILY STATUS FIELD REPORT' form. It includes the T.A. Woods Company logo and contact information on the left. The form fields are annotated with numbered instructions:

- 1. Enter in the Project number**: Points to the 'Project Number' field.
- 2. Tap which one applies to you**: Points to the checkboxes for Plumbing (1500), Piping (1600), HVAC (1700), Service (1800), and Electrical (1900).
- 3. Enter Date**: Points to the 'Date' field.
- 4. Temperature**: Points to the 'Temperature' field, which is split into 'A.M. : Hours' and 'P.M. : Employees'.
- 5. Tap on down arrow to choose the weather**: Points to the 'Weather Conditions' dropdown menu.

Other fields visible include 'Project Name:', 'Inclement weather comments:', and 'Total Loss Manpower Hours'.

**If you had any Loss time, that is when you fill in the blue squares that state "Loss Time, Hours, Employees, weather comments"**

## Second Section

The diagram shows the second section of the form, which contains three text input areas and a checkbox section:

- 6. Enter work performed SHORT AND BRIEF**: Points to the 'Work Performed Today:' field.
- 7. Enter what General Contractor did SHORT AND BRIEF**: Points to the 'Work Performed by GC Today:' field.
- 8. If Subcontractor poured concrete; enter specific area and description of pour**: Points to the 'Note All Concrete Pours:' field.
- 9. Tap the appropriate one**: Points to the checkboxes for 'GC/Controlling' and 'Subcontractor'.

The checkbox section text reads: 'For the above referenced project number, T. A. Woods Company is serving as the:  GC/Controlling  Subcontractor'.

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## Third Section

10. Tap Contractors (Other than TAW)

11. Enter Company name

12. Enter # of employees (TA WOODS)

13. Enter information that is necessary

List All On-Site Today:  
Contractors: (Other than TAW Woods)

Man Power:	Name of Contractor:	Hrs:	Man Power:	Hrs:
<input type="checkbox"/> GC/CM			Plumbing	
<input type="checkbox"/> Electrical			Piping	
<input type="checkbox"/> Fire Protection			Sheet Metal	
<input type="checkbox"/> HVAC			Electrical	
<input type="checkbox"/> Plumbing			Start-Up	
<input type="checkbox"/> Insulation			QC/SSHO Hours:	
<input type="checkbox"/> Partitions			QC Manager	
<input type="checkbox"/> Other			SSHO	
<b>TOTAL MANPOWER ON SITE:</b>			<b>TOTAL LABOR HOURS ON SITE:</b>	

14. Enter Manpower on site

15. Enter Hours

Company Equipment:  
Rental Equipment:  
Inspections Today:  
Tool Transfers:

## Last Section

16. Enter delays, Problems, & field directives

17. Enter relevant comments

18. Document your 5X3 from today

Conversation Confirmer Regarding Project:

Delays/Problems/Field Directives:

General Comments:

Daily 5x3's:

1.
2.
3.

Reported Accident/ Injury:  Yes  No Incident Report / ART Completed:  Yes  No  N/A

By providing my signature, I am validating that the information provided is true and correct to the best of my knowledge.

Superintendent's Signature:

Date:

20. Answer the whole grey row by tapping on the Yes/No/N/A Boxes

21. Superintendent/Foreman Sign and Date  
(See Adobe Manual on how to create a signature P.6)