



YOUR COMPANY NAME

Your business activity | Dubai, UAE
Your office address, Dubai, United Arab Emirates

WEEKLY PROGRESS REPORT

Our Ref. REF-2649-WPR-07 | Week 07
Your trade licence no. | Your TRN

WEEKLY PROGRESS REPORT AND PROJECT TRACKER

Project 2649 | Week 07 of 16 | Period 06.07.2026 to 12.07.2026

Project	Project 2649, Villa Fit-Out, Al Barsha 2	Report No.	REF-2649-WPR-07
Employer	Private Client (details withheld)	Report Date	13.07.2026
Consultant	Consultant (name withheld)	Contract Start	26.05.2026
Contract Sum	AED 1,377,650.00 excl. VAT	Contract Completion	13.09.2026
Prepared by	R. Iqbal, Project Engineer	Distribution	Employer, Consultant, site file

44.0 pct Planned progress	40.5 pct Actual progress	-3.5 pct Variance	48 / 110 Days elapsed	4 Open RFIs	6 Open submittals	0 Lost time incidents	AT RISK Overall status
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A. Activity Progress Tracker

Ref	Activity	Start	Finish	Plan pct	Act pct	Var	Status	Remarks
A-01	Demolition and enabling	26.05	08.06	100	100	+0	Complete	Closed out wk 03
A-02	Blockwork and civil	09.06	28.06	100	100	+0	Complete	Insp. cleared 27.06, IR-014
A-03	Elect. 1st fix	22.06	19.07	72	68	-4	On Track	Containment done. Wiring GF complete, FF 40 pct
A-04	Plumbing and drainage 1st fix	22.06	15.07	85	88	+3	On Track	3 days ahead. Pressure test booked 16.07
A-05	HVAC ductwork	29.06	26.07	58	41	-17	Delayed	Duct delivery 9 days late, PO-036. See issue 1
A-06	Gypsum partitions	06.07	02.08	34	30	-4	At Risk	Framing GF done. Awaiting acoustic infill, PO-034
A-07	Waterproofing wet areas	13.07	22.07	0	0	+0	On Track	Starts wk 08. Material on site, ponding test 24.07
A-08	Ceilings	27.07	16.08	0	0	+0	On Track	Shop dwg approved 09.07, SUB-016
A-09	Floor and wall tiling	03.08	24.08	0	0	+0	On Track	LPO to Supplier B pending approval of MCS-07
A-10	Joinery installation	10.08	31.08	0	0	+0	At Risk	Shop dwg SUB-020 with Consultant 10 days. See issue 2
A-11	Painting and final finishes	17.08	06.09	0	0	+0	On Track	No issues
A-12	T and C and handover	31.08	13.09	0	0	+0	On Track	DCD prelim insp. to be booked wk 09

Progress measured against baseline programme REF-2649-PRG-01 Rev B. Percentages are earned value against contract sum.

B. Submittal Log

Ref	Description	Submitted	Approved	Status	Remarks
SUB-016	Ceiling shop drawing, GF and FF	26.06	09.07	Approved	Code A. Released to production



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Ref	Description	Submitted	Approved	Status	Remarks
SUB-018	Acoustic insulation 50mm	28.06	05.07	Approved	Code A. LPO-034 released 06.07
SUB-019	Porcelain tile 600x600, sample TS-04	01.07	09.07	Approved	Code B, colour confirmed verbally by Consultant 09.07, written confirmation chased
SUB-020	Joinery shop drawing, GF	03.07	-	In Review	10 days with Consultant against 7 day review period. Chased 08.07 and 12.07
SUB-021	VAV boxes and controllers	06.07	-	In Review	TQ raised on control interface, TQ-004
SUB-022	Emergency lighting, DCD listed	08.07	-	Open	DCD certificate 2024/EL/1188 attached
SUB-023	Sprinkler heads and pipework	10.07	-	Open	Hydraulic calc. included
SUB-024	Vinyl flooring, commercial grade	12.07	-	Open	Samples issued to Consultant 12.07

C. RFI and Technical Query Log

Ref	Query	Raised	Reply due	Status	Impact and remarks
RFI-011	Ceiling void clash, duct against sprinkler main in corridor GF	30.06	07.07	Closed	Duct rerouted. Revised ME-207 Rev C issued 07.07. No cost effect
RFI-012	Floor finish transition detail at wet area threshold	04.07	11.07	Overdue	3 days overdue. Holds A-07 start. Provisional detail proposed 12.07
RFI-013	Power and drainage requirement for pantry equipment not shown	07.07	14.07	Open	Awaiting Employer's equipment schedule
RFI-014	Fire rating requirement, corridor partition, DCD clarification	09.07	16.07	Open	Raised with Consultant's fire engineer
RFI-015	Joinery finish conflict, AR-114 Rev C against finishes schedule FS-02	11.07	18.07	Open	Blocking joinery release, linked to SUB-020

D. Procurement and Delivery Log

LPO Ref	Package	Supplier	LPO date	Delivery due	Status	Value (AED)
LPO-034	Acoustic insulation	Supplier F	06.07	16.07	On Track	42,780.00
LPO-035	Tiling supply, package 07	Supplier B	Pending	27.07	At Risk	37,872.00
LPO-036	GI ductwork and accessories	Supplier G	18.06	07.07	Delayed	126,480.00
LPO-037	Light fittings and accessories	Supplier H	02.07	23.07	On Track	68,915.00
LPO-038	Sanitaryware and fittings	Supplier J	05.07	29.07	On Track	31,240.00

LPO-035 shown as at risk pending Employer's approval of comparison sheet REF-2649-MCS-07 submitted 10.07. Award needed by 16.07 to protect the 03.08 tiling start.

E. Key Issues and Actions

No.	Issue	Priority	Owner	Action taken and required	Target
1	HVAC duct delivery under LPO-036 is 9 days late. Activity A-05 is 17 points behind plan and sits on the critical path.	High	Contractor	Supplier escalated to their GM 09.07. Partial delivery of Zone 1 ducts agreed for 16.07. Sequence revised to bring Zone 2 partitions forward.	16.07



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No.	Issue	Priority	Owner	Action taken and required	Target
2	Joinery shop drawing SUB-020 has been with the Consultant for 10 days against a 7 day review period. Joinery release is blocked.	High	Consultant	Chased 08.07 and 12.07. Formal notice of delay to be issued if no response by 15.07.	15.07
3	RFI-012 response 3 days overdue, holding the wet area waterproofing detail and the A-07 start.	Medium	Consultant	Follow up call 12.07. Provisional detail proposed to allow a start at contractor's risk pending confirmation.	15.07
4	Employer's pantry equipment schedule not yet received. Electrical first fix in that zone cannot be closed.	Medium	Employer	Zone isolated from the current work front. Required by 20.07 to avoid rework and a variation.	20.07
5	Approval of comparison sheet MCS-07 outstanding, delaying LPO-035 for tiling supply.	Medium	Employer	Comparison sheet submitted 10.07 showing AED 3,978 saving against budget. Approval requested.	16.07
6	Acoustic insulation under LPO-034 due 16.07. A-06 cannot be closed out until received.	Low	Contractor	Delivery confirmed by supplier 11.07. Monitoring only.	16.07

F. Site Records and Look Ahead

Site record, week 07 Average manpower on site: 18 Peak manpower: 24 on 09.07 Working days lost to weather: 0 Lost time incidents: 0 Near misses reported: 1, closed Toolbox talks held: 2 Inspection requests raised: 3, all cleared Site instructions received: 1, SI-006	Look ahead, week 08 1. Complete electrical first fix Zones 1 and 2 and raise IR. 2. Receive acoustic infill and close out partition framing GF. 3. Start waterproofing subject to RFI-012 response. 4. Recover HVAC duct install using partial delivery plus 4 additional fitters. 5. Obtain SUB-020 approval and release joinery order. 6. Book DCD preliminary inspection for fire fighting first fix. 7. Obtain approval of MCS-07 and issue LPO-035.
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Prepared by	Reviewed by	Noted by Consultant
R. Iqbal Project Engineer Sign: _____ Date: _____	M. Tariq Commercial Manager Sign: _____ Date: _____	Consultant (name withheld) Sign: _____ Date: _____

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