

Reporza

Daily Report

Harborview Hotel — Sample Project

Sample demonstration data — not a real project

Company	Eastwood Installations
Date	Sunday, June 14, 2026
Prepared by	M. Rivera
Summary	6 entries, 4 photos

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Room 204

Daily Report Entry

Category

Progress Today

Prepared By

M. Rivera

% Complete

80%

Report Date

Sunday, June 14, 2026

Date

Sunday, June 14, 2026

Notes

Casegoods and headboard installed. Drawer hardware staged; awaiting replacement pulls before final sign-off.

Photos



Guest room installation in progress

Taken Sunday, June 14, 2026

By M. Rivera

Floor 3 — Guest Rooms

Daily Report Entry

Category

Completed Areas

Prepared By

M. Rivera

% Complete

100%

Report Date

Sunday, June 14, 2026

Date

Sunday, June 14, 2026

Notes

Rooms 301–312 fully installed and cleaned. Ready for client walk-through.

Photos



Completed guest room

Taken Sunday, June 14, 2026

By M. Rivera

Room 204

Daily Report Entry

Category

Issues / Blockers

Prepared By

M. Rivera

Date

Sunday, June 14, 2026

Report Date

Sunday, June 14, 2026

Notes

Drawer pull hardware missing on nightstand. Holes drilled and ready; replacement hardware required.

Photos



Room 204 nightstand — missing pull hardware

Taken Sunday, June 14, 2026

By M. Rivera

Floor 3 — Corridor

Daily Report Entry

Category

Safety / Incidents

Prepared By

M. Rivera

Date

Sunday, June 14, 2026

Report Date

Sunday, June 14, 2026

Notes

Protective floor covering in place throughout the work area. No incidents to report.

Loading Dock

Daily Report Entry

Category

Deliveries Received

Prepared By

M. Rivera

Date

Sunday, June 14, 2026

Report Date

Sunday, June 14, 2026

Notes

Received 14 cartons of casegoods and 6 headboards. All checked against packing list; no visible damage.

Lobby

Daily Report Entry

Category

Notes

Prepared By

M. Rivera

Date

Sunday, June 14, 2026

Report Date

Sunday, June 14, 2026

Notes

Lobby millwork complete and ready for final trim carpentry next visit.

Photos



Completed lobby millwork

Taken Sunday, June 14, 2026

By M. Rivera

Ongoing Updates (Today)

Missing drawer pull hardware — Room 204

[OPEN](#) J. PUNCH
Area: Room 204

Due: 2026-06-18

- Issue created from field notes.
Jun 14, 2026 9:20 AM

Photos



Room 204 nightstand — missing pull hardware