**Construction Schedule Template:**

|  |  |  |
| --- | --- | --- |
| **CONSTRUCTION SCHEDULE** | | |
| Construction project conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mention the name of the organization]  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [give proper postal address]  Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [give relevant and correct contact details such as telephone number, fax no., email id] | | |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mention the name of the construction work being done]  Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [provide details of the nature of work and describe the procedures in brief, so as to create an idea of the respective construction work]  Purpose of schedule:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [state the basic objective of the construction schedule and its need for the particular construction] | | |
| **Construction schedule:** | | |
| CONSTRUCTION COMPONENTS AND DETAILS  [mention the various sub-tasks in the construction work and provide details] | NAME AND IDENTITY DETAILS OF EMPLOYEE  [mention the name of the worker involved in that task and provide his id no. and other details] | SCHEDULE  [mention date and time and include other details, if required] |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |