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| A blue hexagon with a black circle  AI-generated content may be incorrect.

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 | **Company Name** |  |  |  |  |  |  |  |
|  | **Company Address** | **Construction Delay Log** |  |  |
|  | **Email** |  |  |
|  | **Telephone** |  |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Activity** | **Delay Cause** | **Responsible Party** | **Impact (Days)** | **Critical Path Affected** | **Corrective Action** | **EOT Claimed** | **EOT ID** |
| 2025-04-01 | Foundation Pouring | Heavy Rain | Weather | 2 | Yes | Rescheduled to 04/04 | No |   |
| 2025-04-03 | Steel Delivery | Supplier Delay | Supplier | 3 | Yes | Expedited alternate supplier | Yes |   |
| 2025-04-07 | Crane Installation | Permit Issue | Client | 1 | No | Permit obtained on 04/06 | No |   |
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| How to Use the Construction Delay Log Template: |  |  | 3. Always issue a formal delay notice immediately upon identifying a delay to  |
| 1. Record every delay event as soon as it occurs to avoid loss of information. |  | preserve your contractual rights for an EOT claim. |  |  |
| 2. Fill in the following columns for each event: |  |  | 4. Use the EOT ID to refer to more detailed EOT documentation, including  |
| - Date: When the delay happened or was first identified. |  |  | justification and supporting evidence. |  |  |
| - Activity: The task or part of the project affected. |  |  | 5. Review the log weekly during project meetings and use it as the foundation for  |
| - Delay Cause: Weather, late delivery, permit issues, etc. |  |  |  EOT submissions and client communications. |  |  |
| - Responsible Party: Identify if the delay is due to the contractor, client, third-party, or uncontrollable events. |  |  |  |
| - Impact (Days): Estimate the number of days this delay affects the schedule. |  |  |  |  |  |
| - Critical Path Affected: Mark "Yes" if the delay impacts the project finish date. |  |  |  |  |  |
| - Corrective Action: Mention any mitigation steps taken. |  |  |  |  |  |  |
| - EOT Claimed: Indicate whether an Extension of Time (EOT) was claimed. |  |  |  |  |  |
| - EOT ID: Cross-reference the delay to its related EOT log entry. |  |  |  |  |  |  |