



Company Name
Company Address
Email
Telephone

Construction Delay Log

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	

How to Use the Construction Delay Log Template:

1. Record every delay event as soon as it occurs to avoid loss of information.

2. Fill in the following columns for each event:

- Date: When the delay happened or was first identified.

- Activity: The task or part of the project affected.

- Delay Cause: Weather, late delivery, permit issues, etc.

- 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.

3. Always issue a formal delay notice immediately upon identifying a delay to preserve your contractual rights for an EOT claim.

4. Use the EOT ID to refer to more detailed EOT documentation, including justification and supporting evidence.

5. Review the log weekly during project meetings and use it as the foundation for EOT submissions and client communications.