

ATTACHMENT 3A

WORK SUMMARY & PROGRESS REPORT		Period Covered:	From:	To:
Cemetery Location: Fort Smith National Cemetery		Contractor Information:		
Project Title: Headstone Raise and Re-alignment		_____		
Contract No:		_____		
<p>Inspection / Acceptance: <i>The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test some or all of the services that have been tendered for acceptance. The Government may require re-performance of nonconforming services at no increase in contract price. The Government shall exercise its post-acceptance rights:</i></p> <p>1. <i>Within a reasonable time after the defect was discovered or should have been discovered; and</i></p> <p>2. <i>Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.</i></p>				
WORK COMPLETED & SUBMITTED FOR ACCEPTANCE (This form is not to be used as an Invoice)				
1	Section keystones have been properly chosen with the approval of the COR in order to achieve a smooth, flowing transition between the rows and columns. Keystones have been set in accordance with the requirements using a licensed surveyor.	No. of Keystones & Section #'s:		
		Date Completed:		
2	Headstone sockets or trenches are dug to meet the height and alignment requirements. Sockets are clean and free of loose dirt and debris. The crushed stone base material has been added to the correct level and fully compacted.	Quantity & Section #'s:		
		Date Completed:		
3	Headstones in burial sections are uniform in height, horizontally and vertically plumb, with inscriptions visible, and installed to ensure a pleasing top line while compensating for irregular terrain (sloping and uneven ground). Transverse and lateral alignment is within the maximum allowable tolerance of 1/8" and vertical alignment is within one degree of fully vertical when measured on front and sides using a digital level. COR has randomly sampled the headstones to verify height and alignment.	Quantity & Section #'s:		
		Date Completed:		
4	Completed raised and realigned headstones in all soil and terrain conditions are firmly set in place so that the headstones are rigid with no give or play. COR has randomly checked to assure headstones are firmly set in place.	Section Numbers:		
		Date Completed:		
5	Headstones otherwise present a neat overall appearance in a line vertically, laterally & transversely and provide a uniformly flowing transition throughout the Section and with adjoining Sections.	Section Numbers:		
		Date Completed:		
6	Headstones have been cleaned in accordance with the contract requirements.	Quantity & Section #'s:		
		Date Completed:		
<p>Report below any circumstances which may have adversely affected work progress such as weather, strikes, delays by the Government, etc.</p>				

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Signature of Contractor:	Date Signed	Signature of Cemetery Director / COR	Date Signed
<i>Note: Contractor shall sign confirming that services indicated have been completed. Government shall also sign in acknowledgment of receipt of the Progress Report.</i>			

Duplicate Form as Necessary