

**CONSTRUCTION FEEDBACK REPORT**

**To:** \_\_\_\_\_  
(COE)

**From:** \_\_\_\_\_  
(PE)

**Project:** \_\_\_\_\_

**I. FEEDBACK / ISSUE:**

**II. RECOMMENDED IMPROVEMENTS:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(PE)

**III. COE COMMENTS & CONCURRENCE:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(COE)

**IV. ACTION OFFICE RESPONSE**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CONSTRUCTION FEEDBACK REPORT INSTRUCTIONS

**Purpose of form:** Use the form to identify any problems encountered in the plans, specifications or administration of the contract; any problems associated with WFLHD support services; any other deficiencies where corrective action or improvements can be incorporated into future projects; and to provide recommendations for future improvement.

Report No. – Number reports sequentially for the project.

The Project Engineer completes Item I and Item II (pen or pencil are acceptable), and sends the form to the appropriate Construction Operations Engineer (COE).

The COE completes Item III by reviewing the problems, the correctible action taken and the recommended improvements by the Project Engineer. The COE provides comments, identifies the appropriate office to take action, and forwards the form to the Construction Quality Assurance Specialist (CQAS). Note: The COE should be as specific as possible when identifying the action office.

The appropriate action office completes Item IV by reviewing the problem and the recommended improvements. The office initiates action or provides an explanation for non-action, and returns the form to the CQAS.

The CQAS forwards the form to the COE and the initiator of the feedback. The CQAS receives the finalized document and facilitates further discussion on the subject if needed or assists in implementation of the outcome of the feedback if necessary. The finalized document is routed through the appropriate branches for information and filed into the Construction Quality Assurance intranet directory and in File 415, Central Files.