

WEATHER DELAY REPORT TEMPLATE

Last Updated: February 2026

PROJECT INFORMATION

Project Name: _____
Project Number: _____
Date: _____
Report Number: _____

WEATHER CONDITIONS

Date of Delay: _____
Start Time: _____
End Time: _____
Weather Type: & Rain & Snow & Wind & Extreme Heat & Cold & Other: _____
Temperature: _____
Wind Speed: _____
Precipitation Amount: _____
Weather Service Source: & NOAA & Weather.com & Other: _____

IMPACT ASSESSMENT

Work Affected: _____

Location/Area: _____
Crew Size Affected: _____
Hours Lost: _____
Equipment Idled: _____
Materials Affected: _____

DOCUMENTATION

Weather Service Report: & Attached & Available at: _____
Photos of Conditions: & Yes & No Photo Numbers: _____
Witnesses:
Name: _____
Name: _____
Other Documentation: _____

COST IMPACT

Labor Costs: _____

Equipment Costs: _____
Overhead Costs: _____
Total Estimated Impact: _____

RECOVERY PLAN

Work Rescheduled To: _____
Additional Resources Needed: _____ : _____
Expected Recovery Date: _____

SIGNATURES

Prepared By: _____
Approved By: _____

NOTES

Additional Notes: _____ : _____
_____ : _____