

## Sample weekly owner report

Illustrative format only - designed to show the level of control a serious owner or adviser can expect.

<b>Project</b>	Private investor-backed London property works
<b>Week ending</b>	Friday [insert date]
<b>MVB role</b>	Construction delivery, package coordination, site management and reporting
<b>Optional control layer</b>	Uriyel SiteWorks via L. S. Severus & Co Limited, where agreed separately

### Progress this week

Site attendance maintained. Internal preparation works advanced. Openings, access routes and material areas reviewed. Updated photographs recorded for owner-side visibility.

### Blockers / risks

Utility confirmation pending. Building-control information to be consolidated. Fire/smoke-ventilation items require consultant response. Certain quotations require revised scope confirmation.

### Decisions required

Owner/adviser to confirm priority between window package, internal finishes and compliance-led works. Confirmation required on whether MVB proceeds with selected direct packages.

### Next seven days

Clear access constraints, obtain revised quotations, update drawings pack, continue photographic record, agree immediate works sequence and issue consolidated scope note.

### Evidence captured

Attendance entries, site notes, progress photos, risk acknowledgements, material records, issue log and decision log.

This page can be used as the leave-behind proof asset. It makes MVB more than a contractor by showing the reporting and control discipline around the works.