

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: _____ : _____
_____ : _____