ZOMI ENTERPRISES LLC.

Project Record

PROJECT AND ASSIGNMENT INFORMATION

REPORT IDENTIFICATION

PROJECT / ASSIGNMENT NAME

REPORT NUMBER

CLIENT / AGENCY / PRIME CONTRACTOR

PO / CONTRACT / TASK ORDER

SITE / FACILITY NAME

SITE ADDRESS / LOCATION

DOCUMENTATION SCOPE

- ☐ Construction progress
- ☐ Roof and envelope
- ☐ Property condition / loss
- ☐ Government / public-sector
- ☐ Asset / facility record
- ☐ Proof of work / closeout

PURPOSE AND INTENDED USE OF RECORD

VISIT AND DELIVERY DETAILS

CAPTURE DATE

ARRIVAL / DEPARTURE

WEATHER / SITE CONDITIONS

ZOMI FIELD REPRESENTATIVE

CLIENT SITE CONTACT

DELIVERY DATE

DELIVERY / ARCHIVE LOCATION

This report documents visible conditions and project activity within the approved scope. It does not provide engineering, code, roofing, insurance-adjusting, or licensed inspection determinations.

CAPTURE PROTOCOL AND COVERAGE

AREAS, ELEVATIONS, ASSETS, OR WORK ZONES COVERED

☐ Ground photography ☐ FAA-compliant aerial imagery ☐ Video capture

ACCESS LIMITATIONS, EXCLUSIONS, SAFETY CONSTRAINTS, OR AIRSPACE NOTES

MILESTONE AND ACTIVITY STATUS

WORK OBSERVED DURING VISIT

CURRENT PROJECT STAGE / MILESTONE

APPROXIMATE STATUS / COMPLETION

MATERIALS, EQUIPMENT, STAGING, OR SITE ACTIVITY NOTED

RECORD SUMMARY

GROUND IMAGES	AERIAL IMAGES	VIDEO / 360 FILES	TOTAL FILES	FOLDER / INDEX ID

OVERALL FIELD SUMMARY

CONDITION / ISSUE LOG

ID	Location / Area	Visible Condition / Observation	Photo Ref.	Status

PRIORITY FOLLOW-UP

Record only visible conditions and objective context. Avoid assigning cause, fault, compliance status, repair requirements, or professional determinations unless separately authorized and properly licensed.

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Delivery and Closeout

FILES, COMPARISONS, ACKNOWLEDGMENTS, AND NEXT STEPS

DELIVERABLES INCLUDED

- [ ] Labeled photo log
- [ ] Aerial image set
- [ ] PDF report
- [ ] Comparison set
- [ ] Downloadable archive
- [ ] 3D / floor-plan file

FILE NAMING / FOLDER STRUCTURE

BEFORE / PROGRESS / COMPLETION COMPARISON SUMMARY

NEXT VISIT OR CLOSEOUT ACTIONS

REQUIRED FOLLOW-UP, OPEN ITEMS, OR CLOSEOUT ACTIONS

RECOMMENDED NEXT CAPTURE DATE / MILESTONE

DISTRIBUTION LIST

REPORT ACKNOWLEDGMENT

PREPARED BY

PREPARED DATE

REVISION

CLIENT / AGENCY REVIEW NAME

REVIEW DATE

- [ ] Report received

Acknowledgment confirms receipt of the documentation package and does not convert visual observations into engineering, inspection, code, warranty, legal, or insurance conclusions.