Owner's Representative Monthly Report

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Owner	Sample Health Partners LLC	**Report period**	October 2026
Project	Medical office fit-out, 12,500 SF, 2nd floor	**Report no.**	4 of 8
Address	300 Example Parkway, Anytown, NY	**Delivery**	CM-at-risk, GMP
Architect	Sample Design Studio	**Contractor**	Sample Interiors Inc.
Prepared by	Rokan Integrale, Project Executive	**Report date**	November 3, 2026

1. Executive Summary

Status: **on budget, 1 week behind schedule.** Forecast cost at completion is **$3,400,000** against the **$3,400,000** current budget, after absorbing pending PCO-4 and net equipment and furniture adjustments in the contingency. Owner contingency remaining after forecast items: **$136,500** of $225,000 original. Framing and MEP rough-in are complete; the 1-week slip comes from a late imaging-room shielding submittal, and the contractor has a recovery plan to regain it by drywall close-in.

Measure	Status	Comment
Budget	On track	Forecast $3,400,000, within current budget
Schedule	Watch	1 week behind; recovery plan in place
Quality	On track	2 open deficiencies, both minor
Safety	On track	No incidents; weekly toolbox talks held
Owner decisions	Action needed	2 decisions due Nov 4 and Nov 10 (see section 5)

2. Budget

Category	Original budget	Current budget	Committed	Paid to date	Forecast at completion	Variance to current
Construction (GMP)	$2,480,000	$2,541,500	$2,541,500	$1,240,000	$2,559,500	($18,000)
Design and engineering	$245,000	$257,000	$257,000	$214,000	$257,000	$0
Medical equipment (owner-furnished)	$290,000	$290,000	$262,000	$0	$284,000	$6,000
Furniture, IT and AV	$118,000	$118,000	$96,000	$0	$121,000	($3,000)
Permits, testing and inspections	$42,000	$42,000	$38,000	$21,500	$42,000	$0
Owner contingency	$225,000	$151,500	$0	$0	$136,500	$15,000
Total	**$3,400,000**	**$3,400,000**	**$3,194,500**	**$1,475,500**	**$3,400,000**	**$0**

Paid to date: 43% of the current budget. Construction billed to date: $1,377,778 (54% of the current GMP), less 10% retainage ($137,778) = $1,240,000 paid. Work in place verified on site Oct 28 at about 55% complete, so billing is supported. Contingency transfers to date: $61,500 to the GMP (PCO-1 to PCO-3) and $12,000 to design (additional services for the imaging-room shielding design, ASR-1).

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3. Schedule

Milestone	Baseline	Forecast / actual	Status
Permit issued	Jul 15	Jul 12 (actual)	Complete
Demolition complete	Aug 9	Aug 8 (actual)	Complete
Framing and MEP rough-in	Oct 10	Oct 17 (actual)	Complete, 1 week late
Imaging-room shielding installed	Oct 31	Nov 7	Late, recovery plan (see below)
Drywall close-in inspection	Nov 14	Nov 14	On track with recovery
Medical gas certification	Dec 12	Dec 12	On track
Substantial completion	Jan 16, 2027	Jan 16, 2027	On track
Certificate of occupancy and move-in	Jan 30, 2027	Jan 30, 2027	On track

Recovery plan: PCO-4 approval is needed by Nov 4. Lead-lined drywall is reserved at the supplier for delivery Nov 5; installation runs Nov 5 to 7 on an extended shift, and the physicist's inspection is Nov 10. That keeps the Nov 14 close-in date.

4. Change Orders

No.	Description	Amount	Status	Funded from
PCO-1	Additional floor leveling at exam rooms	$18,500	Approved	Owner contingency
PCO-2	Relocate sprinkler heads for revised ceiling layout	$14,000	Approved	Owner contingency
PCO-3	Upgraded nurse-call system per clinical request	$29,000	Approved	Owner contingency
PCO-4	Lead-lined drywall upgrade, imaging room	$18,000	Pending, recommended	Owner contingency
PCO-5	Contractor request: extended general conditions	$22,000	Rejected by owner Oct 24	Not funded; delay caused by contractor submittal

Approved change orders total $61,500 (included in the current GMP). PCO-4 is in the forecast. The owner rejected PCO-5 on Oct 24 on our recommendation, because the delay came from the contractor's late submittal.

5. Owner Decisions Needed

Decision	Recommendation	Needed by	Impact if late
Approve PCO-4, lead-lined drywall ($18,000)	Approve. Required by the physicist's shielding report.	Nov 4	Delays shielding install and close-in
Select exam-room casework finish	Option B, in stock; option A has a 10-week lead time.	Nov 10	Casework late; move-in risk

6. Risks

Risk	Likelihood	Mitigation
Medical gas certifier availability in December	Medium	Certifier booked for Dec 10–12; backup firm identified.
Owner-furnished imaging equipment delivery	Medium	Vendor confirmed Dec 18 ship date; weekly check-ins.
Utility transformer upgrade for new MRI-ready panel	Low	Utility work order issued; landlord coordinating.

7. Submittals, RFIs and Quality

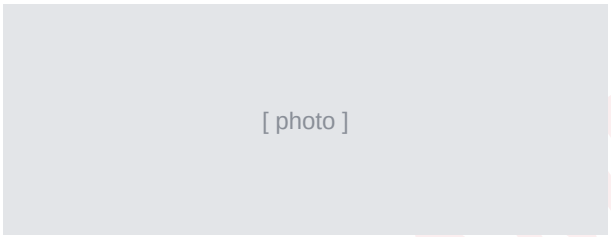
Item	Open	Closed this month	Total to date
Submittals	4	11	38
RFIs	2	6	21
Deficiencies	2	5	9

8. Next 30 Days

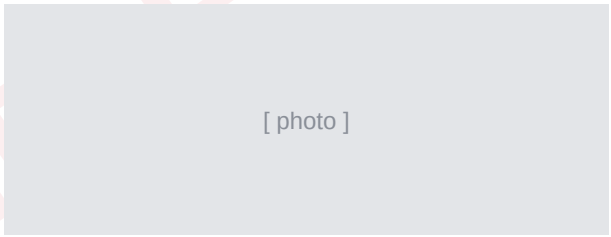
- Complete imaging-room shielding and inspection.
- Drywall close-in inspection Nov 14; start taping and finishing.
- Ceiling grid and above-ceiling inspection.
- Order casework once the finish is selected.
- Pre-installation meeting with the imaging-equipment vendor.

9. Photo Log

Actual reports include dated, captioned progress photos. Placeholders shown here.



1. Exam corridor: framing and MEP rough-in complete



2. Imaging room: shielding layout marked

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