Daily report

Fill in the same day. One sheet per day per site.

Project | Date | Report no.

Site address | Weather | Temp.

1. Manpower

Everyone on site today by company

Company	Trade	People	Hours

2. Work done

Where each crew worked and what got finished

Location (floor or unit or room)	Trade	Work done today

3. Deliveries

Supplier	What arrived and where it went

4. Inspections and visitors

Who	What for and the result

5. Delays and problems

What held work up and why. What it moved

What happened	Cause	Effect on the schedule

6. Changes and instructions

Anything asked for today that isn't in the contract

Who asked	What they asked for	Confirmed in writing?

7. Safety

Incidents and near misses. Today's talk

8. Tomorrow

Planned work and what it needs

9. Notes and photos

Where today's photos are kept

Prepared by | Signature | Time