

Construction Daily Report

Log the day's work, crew, equipment, and conditions. One report per day keeps the record straight.

How to use: fill in the shaded cells. Gray italic text shows examples of what to enter.

Project Information							
Project				Project #		Report #	
Date		Prepared by				Title	
Weather	e.g. Clear, light wind		Temp (hi/lo)	78 / 55	Site conditions	e.g. Dry, accessible	

Crew / Manpower on Site				
Company / Trade	Workers	Hours	Work Area / Activity	Notes
e.g. True North Ele	6	48	Level 2 rough-in, east wing	
Totals	6	48		

Equipment on Site			
Equipment	Qty	Hours Used	Notes

Work Performed Today
Describe the day's work by trade and area...

Materials Delivered			
Material	Qty	Supplier	Notes

Delays, Issues, or Conflicts
Note any delays, causes, and impacts...

Safety				
Incidents?	Yes / No	Toolbox talk?	Yes / No	Details

Visitors / Inspections
e.g. City inspector, 10:30 AM, framing inspection passed

Sign-off			
Prepared by		Signature	
			Date

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