Construction Daily Report

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PROJECT, DATE AND PREPARER

Project name:

Project address:

Report date:

Prepared by:

Role / company:

Working hours covered:

Work area(s):

1. WEATHER CONDITIONS

Conditions observed, morning and afternoon:

Effect on the work, if any:

2. MANPOWER

Company / trade:

Headcount:

Work area / activity:

Hours worked, if recorded:

3. WORK PERFORMED

Location:

Work completed or in progress:

Quantity / unit, if measured:

Related note or photo reference:

4. EQUIPMENT

Equipment / identifier:

Company:

Working, idle, down or other observed status:

Time / duration, if known:

Related activity:

5. MATERIALS AND DELIVERIES

Material / delivery:

Supplier, if relevant:

Arrival time / location:

Quantity and unit, if known:

Condition or outstanding item:

6. INSPECTIONS

Inspection / area:

Who attended:

Time:

Result communicated / reference:

Follow-up:

7. SAFETY

Observation / location / time:

Action taken or notification made:

Follow-up / owner:

8. QUALITY

Observation / location / time:

Action taken or notification made:

Follow-up / owner:

9. DELAYS AND ISSUES

Activity and location affected:

What was observed:

Start / end / duration, if known:

Who was notified and when:

Action taken / unresolved information:

10. SCHEDULE STATUS

Activity / area:

Status observed:

Change from the plan, if known:

Next step / dependency:

11. VISITORS

Name / organization:

Time / purpose:

Relevant discussion or reference:

12. COMMUNICATIONS AND ACTION ITEMS

Subject / decision / request:

Person(s) involved:

Time / source or document reference:

Next action / owner / due date:

Status or information still to confirm:

13. PHOTOS

Photo filename or reference:

Location / date / time, if known:

What the photo shows and why it was taken:

Related report section or note:

REVIEW AND DISTRIBUTION

Corrections or unresolved items:

Reviewed by / date:

Approved by / date (if your process requires it):

Recipients:

Sent on / method:

Attachments:

Add rows or pages where you need them. Use your company's required fields, review process and distribution rules. If you don't know something, write that you don't know it. A missing observation shouldn't turn into a zero, a guess, or a line saying nothing happened.