

Construction Daily Report Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Project and Date

[Enter project and date information here.]

02 - Weather

[Enter weather information here.]

03 - Workforce

[Enter workforce information here.]

04 - Work Performed

[Enter work performed information here.]

05 - Equipment

[Enter equipment information here.]

06 - Materials Delivered

[Enter materials delivered information here.]

07 - Visitors

[Enter visitors information here.]

08 - Inspections

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

09 - Safety Events

[Enter safety events information here.]

10 - Delays

[Enter delays information here.]

11 - Photos and Notes

[Enter photos and notes information here.]

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