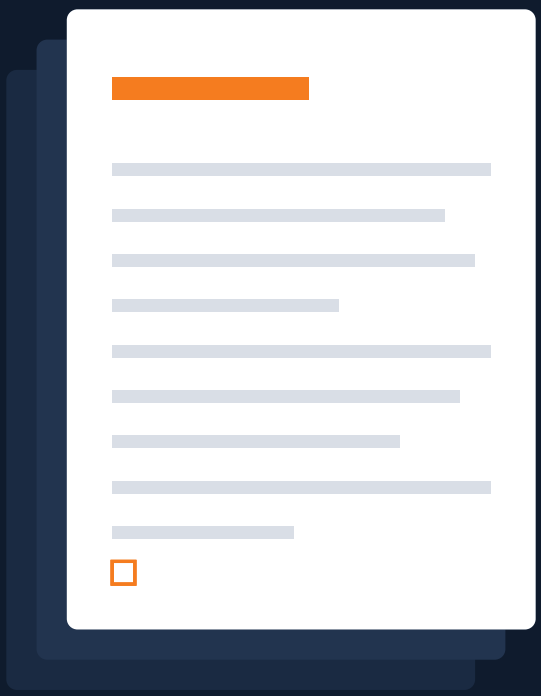
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FREE TEMPLATE

CONSTRUCTION

Daily Report

A daily site log of labour, work, weather, deliveries and events for records and claim protection.

INTENDED USERS

Superintendents, Field Foremen

TYPICAL USE CASE

Daily site logs, claim protection

About this template

The Daily Report is the project's legal memory. Fill it in every working day, record facts not opinions, and note delays, instructions and incidents with times. Good daily reports are the strongest evidence in delay and change claims.

Detail	
Intended users	Superintendents, Field Foremen
Typical use case	Daily site logs, claim protection

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Report no.**	
Date		**Day**	
Superintendent		**Shift hours**	

01 Weather

Time	Conditions	Temp	Wind / rain	Work impacted?
AM				
PM				

02 Labour on Site

Company / trade	Workers	Hours	Work area

03 Work Completed

Area / location	Activity	Progress

04 Equipment on Site

Equipment	Hours used	Idle / down	Notes

05 Deliveries

Time	Supplier	Material	Condition / accepted

06 Visitors & Inspections

Time	Name / agency	Purpose	Result

07 Delays, Issues & Instructions

GUIDANCE *Record any delay, instruction received, or event that may affect cost or time.*

Time	Description	Impact	Action / notified

08 Safety

Incidents / near misses	*[None / details]*
Toolbox talk topic	
Safety observations	

09 Sign-off

Superintendent signature	
Date	

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