

Daily Construction Report

Project	Project no.	Report no.
Site address	Date	Day of week
Contractor	Prepared by (name / title)	Contract day no.

WEATHER				
Period	Temp. (high / low)	Conditions	Wind	Work stopped? (hrs / reason)
AM				
PM				

CREW / LABOR ON SITE				
Trade	Company	Headcount	Hours	Work area
Total				

EQUIPMENT ON SITE				
Equipment / unit no.	Owner / rental	Hours used	Status	Notes

WORK PERFORMED TODAY (BY AREA / ACTIVITY)

MATERIALS DELIVERED

Material	Quantity	Supplier	Ticket / PO no.	Condition / notes

INSPECTIONS / VISITORS

Time	Name / company	Purpose (inspection, meeting, visit)	Result / follow-up

SAFETY

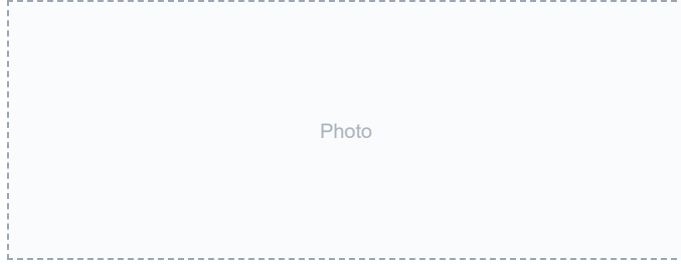
Today's record: ☐ No incidents ☐ Near miss ☐ First aid ☐ Recordable injury ☐ Property damage ☐ Toolbox talk held

Details of incidents / near misses / corrective actions

DELAYS, ISSUES AND OPEN ITEMS

PHOTOS

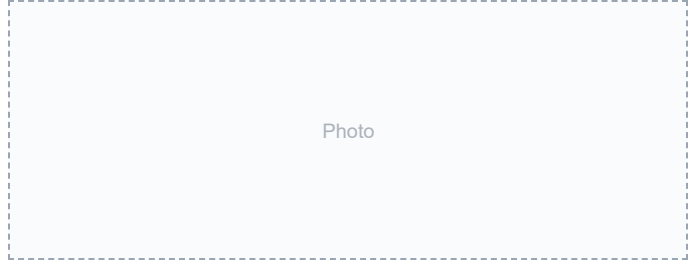
Photo 1



Caption: _____

GPS / time: _____

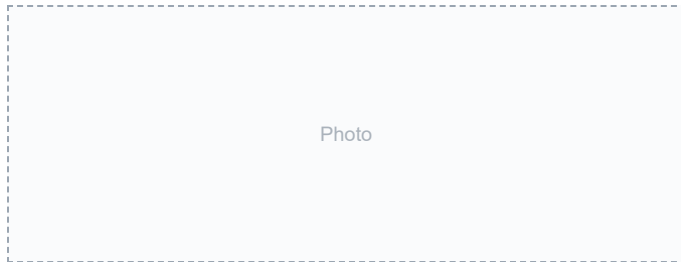
Photo 2



Caption: _____

GPS / time: _____

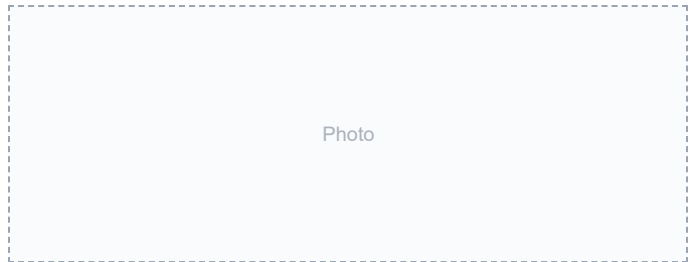
Photo 3



Caption: _____

GPS / time: _____

Photo 4



Caption: _____

GPS / time: _____

SIGN-OFF

Prepared by (superintendent)

Name: _____

Signature: _____

Date: _____

Reviewed by (project manager / owner rep.)

Name: _____

Signature: _____

Date: _____