

Construction Daily Log Book

31 daily pages · one page per day, one book per project

Project	
Project address	
Owner / client	
General contractor	
Contract / job number	
Superintendent	
Book number	
Dates covered (from / to)	

How to keep this log so it holds up

1. Write it the same day, on site, by the person who saw the work. A log written days later is weak evidence.
2. Use ink. Never erase or white out. Strike through mistakes with one line, then initial and date the correction.
3. Fill every page in order. Do not tear pages out. If nothing happened on a working day, write "No work" and the reason.
4. Record facts, not opinions: who was on site, how many, how long, what was delivered, what stopped work and why.
5. Name the company responsible for every delay and note the time lost. This is what settles delay disputes.
6. Write down instructions given verbally on site (who, what, when). They are easy to deny later if they are not recorded.
7. Sign each page at the end of the day. If someone else types it up later, they sign as well.
8. Photograph each finished page as a backup. Keep the book for the length of your contract's records period (often 3 to 7 years) or longer.

General guidance, not legal advice. Check your contract for what daily records it requires.

Daily Log

Day 1 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 2 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 3 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 4 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 5 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 6 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 7 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 8 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 9 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 10 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 11 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 12 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 13 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 14 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 15 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 16 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 17 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 18 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 19 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 20 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 21 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 22 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 23 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 24 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 25 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 26 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 27 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 28 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 29 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 30 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____

Daily Log

Day 31 of 31

Date _____ Day _____ Report no. _____ Shift hours _____

Weather AM _____ PM _____ Temp _____ Weather lost time (hrs) _____

CREW ON SITE

Company / trade	Workers	Hours	Work performed / location

EQUIPMENT

Equipment	Owned / supplied by	Hours	Idle or broken? Why

DELIVERIES

Material	Supplier	Quantity / notes (rejected? short?)

DELAYS AND PROBLEMS

What stopped or slowed work	Responsible party	Time lost	Who was told / when

VISITORS, INSPECTIONS, INSTRUCTIONS RECEIVED

Name	Company / role	Purpose / instruction given

SAFETY

Incidents or near misses today? ☐ No ☐ Yes, details: _____

NOTES

Prepared by (print) _____ Signature _____ Time _____