

Company name · logo · phone · email

Project name		Project address	
Report date		Report no.	
Prepared by		Role	
Site hours (start – end)		Client / owner	

Conditions		Temp (high / low)	
Wind		Humidity	
Weather impact on work (what stopped, from – to)			

Work performed today (what, where, by whom)
Locations / zones
Subcontractors on site
Planned for tomorrow

[illegible]

5. Equipment

Equipment	Qty	Hours used	Idle hours	Notes

6. Materials & deliveries

Material	Quantity	Supplier	Received by	Location / condition

7. Delays & issues

Type	Description	Time lost (hrs)	Cause / responsible party	Photos?

Types: Weather · Material · Labor shortage · Equipment breakdown · Client decision pending · Drawing / RFI issue · Subcontractor · Inspection · Safety · Site access · Other

8. Safety

Toolbox talk held? (topic)	
PPE compliance	
Incidents / near misses	
Inspections / visitors	

9. Photos taken today

#	Time	Location	Category (progress / issue / safety / delivery)	Description

10. Final notes & sign-off

Notes / next steps

Prepared by (name, signature, time)

Reviewed by (name, signature, time)