Daily report

Keep a short diary of each working day on site.

Project	
Date	
Weather, morning	
Weather, afternoon	
Prepared by	

People on site

Company or trade	People	Hours	Work area

Work done today

Deliveries and equipment

Delays and problems

Visitors

Safety notes

How to use this template

- Complete it at the end of each day, while details are fresh.
- Record every company on site and how many people they had.
- Note delays as they happen, with the time and the cause.
- Keep each day's report; together they form the site diary.