Construction daily report

TEMPLATE

One page per day: weather, crew, equipment, deliveries, work done, delays, safety and visitors.

Project		**Report date**	
Prepared by		**Weather (am / pm)**	
Temperature		**Report no.**	

Work completed today (by area)

Deliveries and materials

Equipment / plant on site

Inspections and visitors

Delays and their causes

Safety: incidents, near misses, toolbox talks

Crew on site

Trade / company	Workers	Hours	Work area	Notes

Sign-off

Signed	Name	Date

Construction daily report

EXAMPLE

One page per day: weather, crew, equipment, deliveries, work done, delays, safety and visitors.

Project	Riverside Phase 2	**Report date**	27 Nov 2026
Prepared by	J. Smith	**Weather (am / pm)**	Dry / light rain
Temperature	6°C	**Report no.**	112

Work completed today (by area)

Plot 12: ceilings and walls skimmed, ground floor. Plot 13: first-fix electrics upstairs. External works: kerbs laid to plots 10–11.

Deliveries and materials

Plasterboard (200 sheets) for plot 14; kerb stones.

Equipment / plant on site

1 telehandler, 1 mini excavator.

Inspections and visitors

Building control: plot 12 pre-plaster inspection passed. Client rep visit 10:00.

Delays and their causes

Rain 14:00–15:00 stopped external works (1 hour).

Safety: incidents, near misses, toolbox talks

Toolbox talk: working at height on scaffold. No incidents.

Crew on site

Trade / company	Workers	Hours	Work area	Notes
Smith Groundworks	3	8	External works, plots 10–11	
Volt Electrical	2	8	Plot 13, first fix	
Leeds Plastering	4	8	Plot 12, skim	
Main contractor	2	9	Site management	Site manager and labourer

Sign-off

Signed	Name	Date