

# Construction Daily Report

symplone.com/templates/construction-daily-report/

|                       |  |      |          |
|-----------------------|--|------|----------|
| PROJECT NAME / NUMBER |  | DATE | REPORT # |
|-----------------------|--|------|----------|

|                                                                        |                      |                      |                       |
|------------------------------------------------------------------------|----------------------|----------------------|-----------------------|
| <b>WEATHER</b> conditions at start of shift and any change; hours lost |                      |                      |                       |
| AM CONDITIONS / TEMP                                                   | PM CONDITIONS / TEMP | WIND / PRECIPITATION | HOURS LOST TO WEATHER |

|                                                      |           |       |           |
|------------------------------------------------------|-----------|-------|-----------|
| <b>CREW &amp; MANPOWER</b> by trade or subcontractor |           |       |           |
| TRADE / SUBCONTRACTOR                                | HEADCOUNT | HOURS | WORK AREA |
|                                                      |           |       |           |
|                                                      |           |       |           |
|                                                      |           |       |           |

|                                                                                                |
|------------------------------------------------------------------------------------------------|
| <b>WORK PERFORMED</b> what each crew did, by area / level / gridline — specific beats complete |
|                                                                                                |
|                                                                                                |
|                                                                                                |

|                                                             |
|-------------------------------------------------------------|
| <b>EQUIPMENT ON SITE</b> working or idle — and why, if idle |
|                                                             |

|                                                                                                     |
|-----------------------------------------------------------------------------------------------------|
| <b>DELIVERIES &amp; MATERIALS</b> what arrived, from whom, condition; note shortages and rejections |
|                                                                                                     |

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <b>DELAYS &amp; DISRUPTIONS</b> RFIs pending, access blocked, trade stacking, failed inspections — with times |
|                                                                                                               |

|                                                                                 |
|---------------------------------------------------------------------------------|
| <b>SAFETY</b> incidents and near-misses; toolbox talk held (topic); inspections |
|                                                                                 |

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| <b>VISITORS &amp; INSPECTIONS</b> owner reps, inspectors, testing agencies — who, when, what they saw |
|                                                                                                       |

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>PHOTOS TAKEN</b> count and subjects; keep photos filed with today's date and location |
|                                                                                          |

|                             |           |      |
|-----------------------------|-----------|------|
| COMPLETED BY (NAME / TITLE) | SIGNATURE | DATE |
|-----------------------------|-----------|------|

Fill this out before leaving site, same day — if a category had no activity, write “none.”

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