

Daily Construction Report Template

PROJECT INFORMATION

Project Name:

Project Number:

Date:

Report Number:

Weather Conditions:

Temperature (High):

Temperature (Low):

MANPOWER

Trade/Crew	Number of Workers	Hours Worked	Notes
------------	-------------------	--------------	-------

WORK PERFORMED

Location/Area	Description of Work	Progress Notes
---------------	---------------------	----------------

MATERIALS & EQUIPMENT

Materials Delivered	Quantity	Notes
Equipment on Site	Status	Notes
Equipment Issues	Description	Resolution

VISITORS & INSPECTIONS

Name	Company/Role	Purpose	Inspection Results
------	--------------	---------	--------------------

ISSUES & DELAYS

Description	Impact	Resolution Status
-------------	--------	-------------------

SAFETY

Incidents	Description	Action Taken
Near Misses	Description	Action Taken
Safety Observations	Description	Action Taken

PHOTOS

Photo Number	Description	Location
--------------	-------------	----------

NOTES

Additional Notes:

Prepared By:

Signature:

Date: