

Daily Report Template

Date & Project Information

Project name, report date, and specific location/site.

Workforce Present

List of all contractors and subcontractors on site, including total numbers and roles.

Materials Delivered

Details of materials delivered, including quantity, type, and confirmation of delivery.

Weather Conditions

Summary of the day's weather and its impact on work.

Safety Incidents

Documentation of any incidents, including near misses.

Work Completed

Summary of tasks completed with space for notes.

Issues & Delays

Description of any delays and their impacts.

Photos and Notes

Space for attaching photos and additional notes.