[YOUR CONSTRUCTION BUSINESS]

DAILY REPORT

One job, one day, one sheet — filled in before the gate locks, not from memory on Friday

Project: _____ Job no.: _____ Report no.: _____

Date: _____ Weather (am / pm): _____ Temp: _____ Wind: _____

Superintendent or foreman: _____ Hours on site: _____ to _____

SITE CHECKS — BEFORE THE GATE LOCKS

- ☐ Morning walk done: fall protection, trenches, ladders and scaffold looked at before work started
- ☐ Housekeeping: walkways clear, scrap stacked, nails pulled or bent, dumpster not overflowing
- ☐ Deliveries checked against the order and the count written below
- ☐ Photos taken: progress, every delivery, anything that held the job up
- ☐ Tools and equipment locked up; fuel, gas cylinders and materials secured
- ☐ Gate, fence and site lighting checked; keys with the right person
- ☐ Report sent to the office and filed under the job

CREW ON SITE

Trade: _____ Company: _____ Workers: _____ Hours: _____ Area: _____

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WORK PERFORMED TODAY

_____

_____

_____

Write what got done by area and by trade — “second-floor framing, east wall, 80 ft” beats “framing”. Note what was planned and didn't happen, and why.

MATERIALS DELIVERED AND EQUIPMENT ON SITE

Delivered: _____ Supplier: _____ Qty: _____ Ticket: _____

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Equipment on site (owned / rented, hours): _____

DELAYS, WEATHER AND ISSUES

_____

_____

Rain hours, a late delivery, a sub who didn't show, an inspection that failed, a question waiting on the owner or the architect — with the time it cost. This block is why the report exists.

VISITORS AND INSPECTIONS

Who: _____ From: _____ Time: _____ About: _____

Inspection: _____ Inspector: _____ Result: _____

SAFETY NOTES AND TOMORROW'S PLAN

Safety: _____

Tomorrow: _____

Toolbox talk topic and who attended; anything fixed on the morning walk; what's first thing tomorrow and what has to arrive for it.

One sheet a day, every day the job is open, filled in by the person who ran the site. A report with nothing in the delays block is a report that was written too soon.

[Your construction business] · [Your phone] · [Your website]

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