**Daily Construction Report Template**

**YOUR NAME HERE**

|  |  |
| --- | --- |
| Project Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor: |  | Report by: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Day: |  | Report No: |  |

**Weather**

**Temperature**  **Conditions** **A.M** **P.M**

Low Temperature:  Partly Cloudy .

High Temperature:  Cloudy

Windy

**Notes**   Rain

Snow

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workmen/Visitors**

**Total Total: Total: Total:**

Abatement \_\_\_\_\_\_ Field Staff \_\_\_\_\_\_ Plasterers \_\_\_\_\_\_ Others: (list trade)

Balancing \_\_\_\_\_\_ Finish Carpenters \_\_\_\_\_\_ Plumbers \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Carpenters \_\_\_\_\_\_ Flooring \_\_\_\_\_\_ Roofers \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Caulking \_\_\_\_\_\_ Insulator \_\_\_\_\_\_ Sheet metal \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Ceiling \_\_\_\_\_\_ Iron Workers \_\_\_\_\_\_ Sheet rockers/Tapers \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Concrete Finishers \_\_\_\_\_\_ Laborers \_\_\_\_\_\_ Sprinkler \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Control \_\_\_\_\_\_ Landscapers \_\_\_\_\_\_ Tile Setters \_\_\_\_\_\_

DDC \_\_\_\_\_\_ Masons \_\_\_\_\_\_ Watchmen \_\_\_\_\_\_

Electrician \_\_\_\_\_\_ Operators \_\_\_\_\_\_ Windows \_\_\_\_\_\_

Elevator \_\_\_\_\_\_ Painters \_\_\_\_\_\_ **Totals:** \_\_\_\_\_\_

**Visitors to the site**

**Tests/Inspections**

**Safety**

**Hot Work Activities: (Hot Work Supervisor)** )

**Time Activity Fire Watch Personnel for Activity**

\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

**Accidents, Injuries, or Unusual Events**

**Progress of Work**

**Key Activities and Material Deliveries**

**Items Accomplished**

**Meetings and Significant Decisions**

**Unresolved Issues / Factors Contributing to delay**

**Other notes**