Construction Daily Report

One report per day, filled in on site before you leave.

EXAMPLE: the project, names and figures are made up to show how the template is filled in.

Day and site

Project name	Example: Block B, steel-frame warehouse	**Report no.**	47
Date	Fri 3 July 2026	**Prepared by**	Site engineer, J. Lee
Weather, morning	Sunny	**Weather, afternoon**	Hot, gusty after 13:00
Temperature	34°C	**Site conditions**	Dry
Work started	07:30	**Work finished**	17:00

Labour on site

Company or trade	Workers	Hours	Where they worked
Steel erection crew	8	9	Frame, grid E–H
Groundworks crew	5	9	East boundary
General labour	4	8	Site-wide
Electrical (temporary supply)	2	6	Site office
Total	**19**	**32**	

Plant and equipment

Item	Number	Hours working	Hours idle	Notes
Mobile crane, 50 t	1	7	2	Stood down 13:00–15:00, wind
Excavator, 20 t	1	6	3	

Work done today

Area / level / zone	Activity	Status	Photo no.
Frame, grid A–D	Rafters fixed and bolted, bracing started	Ongoing	3, 4
East boundary	Excavation to formation level	Finished	1, 2
Frame, grid E–H	Columns erected	Started	5, 6

Area / level / zone	Activity	Status	Photo no.

Status: Started / Ongoing / Finished / Stopped

Deliveries

Time	Supplier	Material	Quantity	Received by
08:30	Steel supplier	Rafters, grid E–H	12 no.	J. Lee

Visitors and inspections

Time	Name	Company	Reason for visit
11:00	Client's engineer	Client	Inspection of frame, grid A–D

Delays and problems

What happened	Cause	Time lost (hours)	Action and owner
Crane stood down	High wind	2	Resumed 15:00, site manager

Health and safety

Incidents

Near misses

Toolbox talk topic

First aid given

Instructions received

From	Instruction	Reference
Client's engineer	Add bracing to bay 3 before roof sheeting	SI-014

Plan for tomorrow

Finish bracing grid A–D; lift rafters grid E–H if wind allows.

Backfill east boundary after inspection.

Sign-off

	Name	Signature	Date
Prepared by	J. Lee		3 Jul 2026
Site manager	R. Ahmed		3 Jul 2026

Photo record

One photo per box: click in the box, then Insert > Pictures. Take each photo from the same spot as last time so the two can be compared.



Photo no.: 1
Location on plan: East boundary, chainage 20
Time taken: 07:45
What it shows: Before excavation
Work item: East boundary



Photo no.: 2
Location on plan: East boundary, chainage 20
Time taken: 16:30
What it shows: Excavated to level
Work item: East boundary



Photo no.: 3
Location on plan: Grid B/2, looking north
Time taken: 07:50
What it shows: Frame before rafters
Work item: Frame, grid A–D



Photo no.: 4
Location on plan: Grid B/2, looking north
Time taken: 16:40
What it shows: Rafters fixed
Work item: Frame, grid A–D



Photo no.: 5
Location on plan: Grid F/1, looking east
Time taken: 09:10
What it shows: Columns going up
Work item: Frame, grid E–H



Photo no.: 6
Location on plan: Grid F/1, looking east
Time taken: 16:50
What it shows: Columns erected
Work item: Frame, grid E–H