



# Construction Daily Report

Company name

Date

Location

Weather conditions (AM)

Weather conditions (PM)

High temperature

Low temperature

## Project Details

Project identifier (e.g. job name or number)	No. of days into the project	Expected completion date

## Crew Information

Crew member	Role	Hours of work

## Equipment Information

Equipment type	Vehicle number	Hours in operation

## Delivery Information

Material(s)	Expected arrival	Actual arrival

Issues/Delays	Description	Hours delayed (if applicable)

Additional/Notable events (if applicable)

## Visitors

Name	Title	Purpose

## Safety

Inspection performed?  Yes  No

Incident(s)?  Yes(box to explain)  No

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## Additional Information

Comments/Remarks	Action items

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_