**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12294&utm_source=template-word&utm_medium=content&utm_campaign=Comprehensive+Daily+Construction+Report-word-12294&lpa=Comprehensive+Daily+Construction+Report+word+12294)Comprehensive Daily Construction Report Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Report No.** |  |

|  |  |
| --- | --- |
| **Duration of Inspection** | **Location** |
| To |  |

Contractor Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Contractor Ref. Number** |  |
| **City File Number** |  | **Proposal Number** |  |

General Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Working Days to Date** | | **Working Day? (Yes/No)** | **Impact** |
|  |  |  |  |
| **Weather Conditions** | **Temperature Low ºF** | **Temperature High ºF** | **Comments** |
|  |  |  |  |

Public Communications (Ex. Businesses, Residents)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Phone Number** | **Remarks** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractors** | | **Subcontractors** | | **Remarks** |
| Classification | Number of Employees | Company | Number of Employees |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Used** | | | | |
| Name/Type | Make | Model | Hours worked | Type of Work Performed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Coordination With Outside Agencies

|  |
| --- |
|  |

Work Activity

|  |
| --- |
|  |

Additional Remarks

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Preparer Name | Title |
|  |  |
| Signature | Date |
|  |  |

Enter additional attachments here.

|  |
| --- |
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