**[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=Construction+Daily+Report-word-12294&lpa=Construction+Daily+Report+word+12294)Construction Daily   
Report Template**

Project Details

|  |  |  |
| --- | --- | --- |
| **Project Name** |  |  |
|  | | |
| **Address** |  |  |
|  | | |
| **Job Type** | **Job #** | **Date** |
|  |  |  |
| **Weather Conditions** | **Temperature ºF** | **Precipitation** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Crew  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | | |
| Work Category | Name | Hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Work Completed | |
| Task | Status |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Equipment | | |
| Name/Type | Usage Hours | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Materials Received | | |
| Description | Used | Remaining |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Materials Delivered | | |
| Description/Type | Scheduled Delivery Time | Actual Delivery Time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Additional Details for Received Materials

|  |  |  |
| --- | --- | --- |
| Delays | | |
| Description | Type | Time Lost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Meetings Conducted

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Type | Attendee Name | Summary |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Visitor Information

|  |  |
| --- | --- |
| Visitor Name | Representing |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Additional Remarks

|  |  |
| --- | --- |
| Preparer Name | Signature |
|  |  |

|  |
| --- |
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