**Construction Daily
Report Template**

Project Details

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

|  |
| --- |
| CrewUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO |
| 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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