**Construction Site Daily Log Notes Template**

Your Business Logo

Business Name

Business Address

Business Phone

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Project Name |  |
| Foreman |  | Project # |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |

|  |  |
| --- | --- |
| Work Delayed? (Yes/No) |  |
| Description of Delay & Hours Lost |
|  |

|  |
| --- |
| Weather |
|   | AM Weather Conditions |   |   | PM Weather Conditions |   |
|   |   |
|
|
|
|

|  |  |
| --- | --- |
| Visitors |  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|   | Schedule |   |
|   |   |     |
| Date of Completion |
|   |   |
|   |   |     |
| Days Ahead of Schedule |
|   |   |
|   |   |     |
| Days Behind Schedule |
|   |   |

|  |  |  |
| --- | --- | --- |
| Equipment on Site | Quantity | Working |
| Yes | No |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee / Contractor | Trade Skill | Contracted Hours | Overtime |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Materials Delivered | Quantity | Equipment Rented | Rented From | Rate |
| Yes | No |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Safety Issues | Accidents / Incidents | Problems / Delays |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Daily Work Summary |  |

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |