**[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+Site+Daily+Log+Notes-word-12294&lpa=Construction+Site+Daily+Log+Notes+word+12294)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 |  |
|  | | |  | | |
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|  |  |
| --- | --- |
| Visitors |  |
|  |
|  |
|  |
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|  |  |  |
| --- | --- | --- |
|  | Schedule |  |
|  |  |  |
| Date of Completion | |
|  |  |
|  |  |  |
| Days Ahead of Schedule | |
|  |  |
|  |  |  |
| Days Behind Schedule | |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment on Site | Quantity | Working | |
| Yes | No |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| Employee / Contractor | Trade Skill | Contracted Hours | Overtime |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Materials Delivered | Quantity | Equipment Rented | | Rented From | Rate |
| Yes | No |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| Safety Issues | Accidents / Incidents | Problems / Delays |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

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

|  |
| --- |
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