

# Construction Daily Report Form

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Report Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## Summary of Work Performed:

- Morning Activities: \_\_\_\_\_
- Afternoon Activities: \_\_\_\_\_
- Evening Activities: \_\_\_\_\_

Materials Used: \_\_\_\_\_

## Weather Conditions:

Clear  Cloudy  Rainy  Windy  Snowy

## Labor Summary:

Worker Name	Role	Hours Worked	Notes

Issues or Delays: \_\_\_\_\_

**Supervisor Approval:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_