

SITE SURVEY REPORT

Daywork sheet template

Prepared for	Example Works - fictional (fictional)
Date	9 Oct 2026
Site	Example Works - fictional
Prepared by	Example coordinator

FORM

Daywork sheet template**1. Work and instruction**

Project or site	Example Works - fictional
Record reference	DW-014
Record date	9 Oct 2026
Prepared by	Example coordinator
Work area or asset location	Area A
Instruction reference	INS-008
Instruction recorded from	Example site manager
Work performed	Remove the recorded obstruction in Area A.

This sheet records resources used. Record any disputed quantities explicitly. Acknowledgement does not automatically agree rates, valuation or payment entitlement.

2. Labour**Labour entries 1: Operative A**

Person or trade	Operative A
Hours worked excluding breaks	3

Labour entries 2: Operative B

Person or trade	Operative B
Hours worked excluding breaks	3

3. Plant

Was plant used?	Yes
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Plant entries 1: Breaker P-02

Plant item and reference	Breaker P-02
Time or quantity	2

Unit	Hours
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4. Materials

Were materials used?	Yes
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Material entries 1: Replacement material

Material	Replacement material
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Quantity	4
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Unit	bags
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Delivery or invoice reference	DN-014
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5. Review and acknowledgement

Resource record review	Acknowledged
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Reviewed by	Example supervisor
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Review date	9 Oct 2026
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Reviewer acknowledgement

Example supervisor

Commercial review notes and separate valuation reference	Resources acknowledged; rates subject to separate review.
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