

Construction Daily Report

Site diary for one day: weather, labour and plant, work done by area, deliveries, delays, instructions, safety and the plan for tomorrow, with photos.

1. The day

Date, weather and hours.

Project

Filled in from the project in SiteSurvey.

Client

Site *

Site address

Date *

Report by

Contractor

Weather, morning (choose one)

- ☐ Dry
- ☐ Showers
- ☐ Rain
- ☐ High wind
- ☐ Frost or ice
- ☐ Snow
- ☐ Fog
- ☐ Hot

Weather, afternoon (choose one)

- ☐ Dry
- ☐ Showers
- ☐ Rain
- ☐ High wind
- ☐ Frost or ice
- ☐ Snow
- ☐ Fog
- ☐ Hot

Temperature (°C)

Site opened

Site closed

2. Labour and plant

Who and what was on site.

Labour (copy this block for each one)

Trade or company *

Number of people

Hours each

Hours in total (if applicable; worked out automatically in the app)

People on site (worked out automatically in the app)

Was there plant on site?

☐ Yes ☐ No

Plant (copy this block for each one; if applicable)

Item *

Today (choose one)

☐ Working ☐ Standing ☐ Broken down

Notes

Visitors to site

Client, design team, building control, inspectors.

3. Work done

One entry for each area or activity, with photos.

Work done (copy this block for each one)

Area or plot *

What was done today?

Complete (%)

Photos (photos: attach, or note the file names)

Against the programme (choose one)

☐ Ahead ☐ On programme ☐ Behind

Days behind (if applicable)

Why, and what is the plan to recover? (if applicable)

4. Deliveries, delays and instructions

What arrived, what held the job up and what was asked for.

Any deliveries?

☐ Yes ☐ No

Deliveries (copy this block for each one; if applicable)

Material *

Supplier

Quantity

Checked against the order (choose one)

☐ Correct ☐ Short or wrong ☐ Damaged

Photos of the delivery note or damage (photos: attach, or note the file names)

Any delays or stoppages?

☐ Yes ☐ No

Delays (copy this block for each one; if applicable)

Cause * (choose one)

- ☐ Weather
- ☐ Late information or drawings
- ☐ Late materials
- ☐ Labour shortage
- ☐ Plant breakdown
- ☐ Access or working area not available
- ☐ Design change
- ☐ Client instruction
- ☐ Utilities or third party
- ☐ Other: _____

Hours lost

What happened, and who was told?

Hours lost today (if applicable; worked out automatically in the app)

Instructions received

Who from, the reference, and whether in writing.

Information or decisions needed

5. Safety and quality

What was checked, and anything that went wrong.

Was a toolbox talk given?

☐ Yes ☐ No

Topic (if applicable)

Site inductions today

Inspections done today (tick all that apply)

- ☐ Scaffold
- ☐ Excavations
- ☐ Plant daily checks
- ☐ Lifting equipment
- ☐ Edge protection
- ☐ Temporary works
- ☐ Fire points
- ☐ Other: _____

Permits issued

Any accident, incident or near miss?

- ☐ Yes ☐ No

What was it? (if applicable; choose one)

- ☐ Near miss
- ☐ First aid injury
- ☐ Injury needing treatment or time off
- ☐ Dangerous occurrence
- ☐ Damage only

What happened? (if applicable)

If applicable: Record it on an incident report as well. Under RIDDOR 2013 the responsible person must report deaths, specified injuries to workers, injuries that stop a worker doing their normal work for more than seven consecutive days, and dangerous occurrences.

Quality checks, tests and inspections by others

Cube samples, air tests, building control visits and their results.

6. Tomorrow and sign-off

What is planned and what it needs.

Work planned for tomorrow

What it needs

Deliveries, plant, labour, information, access.

General progress photos (photos: attach, or note the file names)

Site manager

Site manager signature