

Project: _____ **Date:** _____ **Day:** _____

Prepared by: _____ **Weather AM:** _____ **PM:** _____

1. LABOUR & PLANT ON SITE

Who was on site, how many, doing what — and anything stood idle.

2. PROGRESS — WHAT GOT DONE VS PLANNED

What was actually completed today, against what the programme said.

3. DELIVERIES & MATERIALS

What arrived, what didn't, any shortages or rejections.

4. INSTRUCTIONS & INFORMATION RECEIVED

Drawings received, verbal instructions, RFIs answered or still outstanding.

5. EVENTS, DELAYS & VISITORS

Access restrictions, stoppages, incidents, visitors — anything out of the ordinary.

6. PHOTOS TAKEN TODAY

☐ Photos attached to this entry

☐ Date / location noted on each photo

SIGN-OFF

An entry with a name on it carries far more weight than an anonymous log.

Name: _____ **Signature:** _____