

# Daily Construction Report Template

## PROJECT INFORMATION

Project Name:

Project Number:

Date:

Report Number:

Weather Conditions:

Temperature (High):

Temperature (Low):

## MANPOWER

Trade/Crew	Number of Workers	Hours Worked	Notes
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## WORK PERFORMED

Location/Area	Description of Work	Progress Notes
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## MATERIALS & EQUIPMENT

Materials Delivered	Quantity	Notes
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Equipment on Site	Status	Notes
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Equipment Issues	Description	Resolution
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## VISITORS & INSPECTIONS

Name	Company/Role	Purpose	Inspection Results
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## ISSUES & DELAYS

Description	Impact	Resolution Status
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## SAFETY

Incidents	Description	Action Taken
<b>Near Misses</b>	<b>Description</b>	<b>Action Taken</b>
<b>Safety Observations</b>	<b>Description</b>	<b>Action Taken</b>

## PHOTOS

Photo Number	Description	Location
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## NOTES

Additional Notes:

Prepared By:

Signature:

Date: