

Superintendent Daily Log Template

DAILY OVERVIEW

Date:

Project Name:

Project Number:

Weather Conditions:

Overall Progress Status:

ACTIVITIES

Time	Activity Description	Location	Personnel Involved	Notes
------	----------------------	----------	--------------------	-------

DECISIONS MADE

Time	Decision	Rationale	Impact	Follow-up Required	Follow-up Date
------	----------	-----------	--------	--------------------	----------------

COMMUNICATIONS

Time	Contact Person	Company/Role	Subject	Action Items	Status
------	----------------	--------------	---------	--------------	--------

ISSUES & CONCERNS

Issue Description	Priority	Assigned To	Status	Resolution Date	Notes
-------------------	----------	-------------	--------	-----------------	-------

INSPECTIONS

Time	Type of Inspection	Inspector Name	Results	Follow-up Required	Follow-up Date
------	--------------------	----------------	---------	--------------------	----------------

NOTES & OBSERVATIONS

General Notes:

Lessons Learned:

Recommendations:

Prepared By:

Date:
