

Construction Daily Site Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Daily report / project	CD-019 / Demo fit-out project A
Site / work area	Demo Block A / Floor 1 / Zone 2
Supervisor / shift	Demo site supervisor / 08:00-17:00
Date / recorded weather	19 Oct 2026 / Dry, 18 C (site entry)

01 / WORK RECORD

Activity / resource	Recorded detail	Status / evidence
Wall lining installation	12 m2 completed	Recorded / P01
Cable tray installation	18 m completed	Recorded / P02
Crew / equipment	6 workers / 48 crew-hours / Lift L-01	Site team entry
Materials received	Lining panels: 12 m2	Recorded / P03

02 / EVIDENCE AND FOLLOW-UP

Delay / constraint	20-minute material delivery delay recorded by the site team.
Defect / photo references	Unfinished lining edge in Zone 2 / P04. Demo references only.
Next action / owner	Finish edge and request review / Demo fit-out subcontractor
Deadline / review status	20 Oct 2026 / Activity record prepared; edge review open.

03 / SIGN-OFF

Foreman / prepared by	Site supervisor / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record the day's activities and resources as reported on site. Keep quantities, delays and outstanding actions clear before review and sign-off.

Photo references are illustrative. Signature fields are intentionally unsigned.

Construction Daily Site Report

A reusable reporting form. Adapt the checks and review process to your organisation.

Daily report / project	
Site / work area	
Supervisor / start / finish	
Date / recorded weather	

01 / WORK RECORD

Activity / resource	Recorded detail	Status / evidence
Activity / quantity		
Activity / quantity		
Crew hours / equipment		
Materials used / received		

02 / EVIDENCE AND FOLLOW-UP

Delay / constraint	
Defect / photo references	
Next action / owner	
Deadline / review status	

03 / SIGN-OFF

Foreman / prepared by	Site supervisor / reviewed by
Name: _____	Name: _____
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