

# Daily Site Diary

PROJECT

DATE

DAY #

WEATHER / CONDITIONS

TEMPERATURE

IMPACT ON WORK

● **1. Workforce & Labour**

Headcount, subcontractors, areas assigned

● **2. Work Completed**

Tasks performed, milestones, completion %

● **3. Materials**

Deliveries received, materials used, shortages

● **4. Equipment & Plant**

Active machinery, idle equipment, downtime

● **5. Instructions & Decisions**

Client/architect instructions, verbal agreements

● **6. Delays & Issues**

Disruptions, causes, impact on schedule

● **7. Health & Safety**

Incidents, near-misses, toolbox talks

● **8. Visitors**

Who visited, purpose, time on site

● **9. Quality & Inspections**

QC checks, test results, defects noted

Signature

Date

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## ● 10. Photos & Visual Evidence

Attach or reference photos documenting today's progress

*Attach photos here*