**[Project Name]**

Project Location

**Construction Daily Report**

Prepared by: [Contractor Name]  
Date: [ ]

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**JOB DETAILS**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Overall Conditions:**

* Sunny
* Cloudy
* Partially cloudy
* Raining
* Thunderstorm
* Snow
* Fog
* Frost
* Wind

Wind speed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Precipitation AM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Precipitation PM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**WORK ACCOMPLISHED**

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| **TASK** | **STATUS** |
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| **CREW TYPE** | **CREW NUMBER** | **# HOURS** |
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| **EQUIPMENT TYPE** | **EQUIPMENT NO.** | **EQUIPMENT STATUS** | **# HOURS** |
|  |  | [In Use/Idle/Out of Order] |  |
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| **MATERIAL TYPE** | **# USED** | **# REMAINING** |
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| **TYPE** | **#** | **SCHEDULED ARRIVAL** | **ACTUAL ARRIVAL** |
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| **EVENT TYPE** | **DESCRIPTION** | **POTENTIAL DELAY** |
|  |  | [hours/days] |
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| **EVENT TYPE** | **DESCRIPTION** | **POTENTIAL DELAY** |
|  |  | [yes/no] |
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Meeting Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time: \_\_\_\_:\_\_\_\_AM/PM

Attendees:

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|  |

Resulting decisions:

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Meeting Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time: \_\_\_\_:\_\_\_\_AM/PM

Attendees:

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Resulting decisions:

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Meeting Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time: \_\_\_\_:\_\_\_\_AM/PM

Attendees:

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Resulting decisions:

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**Directions**

* Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Directions:

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**Directions**

* Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Directions:

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**Directions**

* Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Directions:

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Was a site inspection performed today?

* Yes
* No

Were there any safety incidents?

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Were all individuals present on site properly licensed, equipped, and safety-compliant?(box to explain)

* Yes
* No

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| **NAME** | **TITLE** | **PURPOSE** |
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I, [preparer name], certify that I have completed this daily construction report and the information herein is accurate and up-to-date to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature] [Date]

[Contractor Name]