DAILY LOG TEMPLATE

PROJECT INFORMATION

Project Name: _____ Project #: _____

Job Site Address: _____ Date: _____

General Contractor: _____ Superintendent: _____

Report Prepared By: _____ Day of Week: _____ Report #: _____

WEATHER CONDITIONS

Morning (AM):

☐ Clear ☐ Partly Cloudy ☐ Overcast ☐ Rain ☐ Snow ☐ Fog ☐ Windy

Temp: _____ Humidity: _____ Wind: _____ Precip: _____ Time: _____

Afternoon (PM):

☐ Clear ☐ Partly Cloudy ☐ Overcast ☐ Rain ☐ Snow ☐ Fog ☐ Windy

Temp: _____ Humidity: _____ Wind: _____ Precip: _____ Time: _____

Weather Impact on Work: ☐ None ☐ Delay ☐ Stopped Work Hours Lost: _____

PERSONNEL ON SITE

Company / Trade	Foreman	# Workers	Hours In	Hours Out	Total Hours

TOTALS: Total Workers: _____ Total Man-Hours: _____

WORK ACTIVITIES PERFORMED

Describe all work activities completed today, including location and progress:

EQUIPMENT ON SITE

Equipment Type	ID/Unit #	Operator	Hours Used	Idle Hours	Condition

MATERIALS RECEIVED / USED

Material Description	Quantity	Unit	Supplier/Source	Delivery Ticket #

SAFETY OBSERVATIONS & INCIDENTS

☐ Toolbox Talk Conducted Topic: _____ # Attended: _____

☐ Safety Inspection Completed ☐ PPE Compliance Verified ☐ Housekeeping Satisfactory

Incidents/Near Misses: ☐ None ☐ Yes (describe below)

DELAYS / ISSUES / PROBLEMS

☐ No Delays ☐ Weather ☐ Materials ☐ Equipment ☐ Labor ☐ Design/RFI ☐ Other

Description of delays/issues and impact on schedule:

VISITORS / INSPECTIONS

Name	Company/Agency	Time In/Out	Purpose of Visit

ADDITIONAL NOTES / COMMENTS

SIGNATURES & VERIFICATION

Prepared By: _____ Signature: _____ Date: _____

Reviewed By: _____ Signature: _____ Date: _____