DAILY SITE REPORT

Fill in every day and keep with the site documents.

ceck.me

Company		**Report no.**
Site / address		**Date** ____ / ____ / _____
Client	**Site manager**	**Start** _____ **End** _____
Weather ☐ clear ☐ cloudy ☐ rain ☐ snow ☐ strong wind **Temp.** _____ °C **Stopped for weather, hours** _____		

CREW AND HOURS

#	Worker / company	Trade	In	Out	Break	Hours	Task and room
1							
2							
3							
4							
5							
6							
7							
8							
					Total hours today		

WORK DONE TODAY

MATERIALS DELIVERED

Material	Quantity	Supplier / note

PLANT AND EQUIPMENT

Machine / tool	Hours used	Hired

TO FIX / PROBLEMS / UNEXPECTED

Room	What needs fixing	Who	Photo no.

VISITS, ORDERS AND INSTRUCTIONS

Site supervisor, client, safety, suppliers.

TOMORROW

Planned work and materials to order.

Site manager signature

Supervisor signature

Client signature (if present)