CIVILABLE / FREE CONSTRUCTION TEMPLATE

Daily site report

Project Information

Project	Location	Report date	Shift	Prepared by

Weather Information

Conditions	Temperature (°C)	Rainfall / site impact

Manpower

Trade / contractor	Workers	Hours each	Total hours

Work Activities

Area / location	Activity	Quantity / unit	Status

Materials

Material	Supplier	Quantity	Unit	Delivery reference

Equipment

Equipment	Quantity	Operating hours	Condition

Issues & Delays

Issue	Impact / duration	Action	Owner

Safety Checklist

Check	Yes / No / N/A	Observation / action
PPE available and used		
Access routes clear		
Work areas tidy		
Tools inspected		
Emergency arrangements checked		
Hazards communicated		

Project Progress

Work package	Progress (%)	Milestone / next step

Photos

Photo reference	Location	Caption

Additional Remarks

Notes / priorities for tomorrow