

DAY REPORT

PROJECT:	JOB NO	DATE: / /
Weather: Intermittent Rain – Rain – Wind – Fine – Water Affected (Pls Circle One)		DAY:

SITE STAFF	START	FINISH	HOURS	CONTRACTORS	COMPANY	NO OF STAFF	HOURS
				Excavators			
				Formworkers			
				Steel Fixers			
				Concretors			
				Bricklayers			
				Scaffolders			
				Structural Steel			
				Plumbers			
				Electricians			
				Roof Fixers			
				Roof Carpenters			
TOTAL HOURS				Carpenters			
DELIVERS TO SITE		PLANT HIRE		Plasterers			
				Ceiling Fixers			
				Tilers			
				Painters			
				Vinyl / Carpet			
				Landscapers			
VISITORS		PLANT ON SITE		Metalworkers			
				Cleaners			
				Mechanical			
				Other			
				TOTAL HOURS			

DELAYS AND LOST TIME: (Cause : Effect)

VARIATIONS / INSTRUCTIONS ISSUE / RECD (To/From: Details)

INSTRUCTIONS TO SUBCONTRACTORS: (NCR's, Safety Observations, general instruction)

GENERAL PROGRESS / NOTES / WORKS BEING CARRIED OUT:

TECHNICAL ISSUES:

SUPERVISORS NAME: _____

SUPERVISORS SIGNATURE: _____