Daily Site Diary

Daily record of weather, labour, plant, deliveries, progress, delays, visitors and instructions received on site.

Day

Project / site *	
Date *	_____ / _____ / _____
Site manager *	
Weather AM *	☐ Dry ☐ Rain ☐ Snow ☐ Wind ☐ Frost ☐ Hot
Weather PM	☐ Dry ☐ Rain ☐ Snow ☐ Wind ☐ Frost ☐ Hot
Temperature (°C)	

Labour on site

Company / trade *	Number of operatives *	Hours worked

Progress

Work completed today *	
Plant on site	
Deliveries received	

Delays / issues	
Instructions / variations received	
Visitors and inspections	
Health and safety observations	
Progress photo 1	*Attach photo or sketch*
Progress photo 2	*Attach photo or sketch*
Progress photo 3	*Attach photo or sketch*

Progress photo 4	*Attach photo or sketch*

Sign-off

Site manager signature *	

* Required