Daily construction report

Sample Construction Co.

Example: fictional project and names

1 Header

Job	Mill Road Offices (Example)	**Report no.**	047	**Date**	2026-03-10	**Day**	Tuesday
Written by	Superintendent	**Shift start**	06:45	**Shift end**	17:20		
Planned work	L2 framing and north wall sheathing; L1 electrical and plumbing rough-in						

2 Weather

Reading	Temp (°F)	Conditions	Wind (mph)	Note
07:00	38	Overcast	10	
12:00	40	Rain	15	
15:00	44	Dry	10	

Rain / wind stop	from	11:30	to	14:00	**Amount / note**	Rain, about 0.4 in.

3 Crews and hours by company

Company	Trade	Own crew or sub	People	Hours each	Total hours	Notes
Own carpenters	Carpentry	Own	6	8	48	
Own laborers	General	Own	3	8	24	
Electrical sub (Example Electric)	Electrical	Sub	4	8	32	2 standing 9:00–10:30, delay 2
Plumbing sub (Example Plumbing)	Plumbing	Sub	2	6	12	
Total on site			**15**		**116**	

4 Equipment

Unit	Hours worked	Hours standing	Reason standing
Telehandler	6.0	2.0	Rain
Scissor lift	4.0	0.0	

5 Deliveries

Time	Supplier	Ticket no.	What	Accepted / rejected	Note	Photo no.
09:10	Drywall supplier	88412	240 sheets 5/8 in. Type X	Rejected (part)	20 sheets wet, broken corners	5, 6
13:30	Lumber supplier	31907	Framing lumber	Accepted		

6 Work done by area

Area (level / grid / room)	Activity	Progress note
L2 east, grids A–D	Framing	About 85%
L1 rooms 101–108	Electrical rough-in	
L1 restrooms	Plumbing rough-in	

7 Inspections and visitors

Time	Who	Purpose	Result
10:30	City building inspector	Framing inspection, Level 1	Passed
14:00	Owner's representative	Walk of Level 2	n/a

8 Delays

Start	End	Duration (h)	Crews affected	People affected	Crew-hours lost	Cause	Caused by	Reference (RFI, PCO, photo)
11:30	14:00	2.5	North wall sheathing	4	10	Rain; 4 carpenters moved to interior blocking	Weather	Delay 1, photo 9
09:00	10:30	1.5	L1 electrical	2	3	RFI-014 main panel location, unanswered since 4 March	Design (RFI)	Delay 2, RFI-014
Crew-hours lost to delays					**13**			

9 Safety

Toolbox talk topic	Attendance	Incidents	Near misses (with time)	Action taken
Ladder use (07:00)	15	0	09:45 unsecured guardrail, L2 east	Fixed 09:55, photo 3

10 Photos

Photo no.	Time	Area	Caption (area, time, what it shows)	Reference
3	09:50	L2 east	L2 east guardrail before fix	Near miss
5	09:15	Delivery area	Drywall delivery, wet sheets	Ticket 88412
9	11:40	L2 north wall	L2 north wall, sheathing stopped at grid 4, 11:40, rain, delay 1	Delay 1
12	14:25	L2 corridor	Door D-214 current location	PCO-07

More photos: one row each on the Photos tab (number, time, area, caption, reference).

11 Instructions received

Time	From (name / role)	Instruction	How given	Our response	Reference (PCO / RFI)
14:20	Owner's representative	Move door D-214 two feet east	Verbal	Told written direction needed; PCO-07 raised	PCO-07

12 Sign-off

Signed by	Superintendent	**Time signed**	17:20	*Locked: no edits after signing. Corrections go on the next day's report as a dated note.*

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Photo log (example)

Example: fictional project and names. Report 047, Tuesday 10 March 2026.

Photo no.	Time	Area	Caption	Reference	File name
1	07:05	Site entrance	Site entrance, morning, 07:05		047-01
2	07:40	L2 east, grids A–B	L2 east framing, grids A–B, start of day		047-02
3	09:50	L2 east	L2 east guardrail before fix, 09:50	Near miss	047-03
4	09:56	L2 east	Same guardrail, fixed, 09:56	Near miss	047-04
5	09:15	Delivery area	Drywall delivery, wet sheets, 09:15	Ticket 88412	047-05
6	09:16	Delivery area	Broken corners close-up, ticket 88412	Ticket 88412	047-06
7	10:40	L1	L1 framing inspection passed, 10:40	Inspection	047-07
8	11:10	L1 rooms 101–104	L1 electrical rough-in, rooms 101–104		047-08
9	11:40	L2 north wall	L2 north wall, sheathing stopped at grid 4, 11:40, rain, delay 1	Delay 1	047-09
10	13:35	Delivery area	Lumber delivery accepted, ticket 31907	Ticket 31907	047-10
11	14:10	L1 restrooms	L1 restroom plumbing rough-in		047-11
12	14:25	L2 corridor	Door D-214 current location, 14:25	PCO-07	047-12
13	16:30	L2 east, grids A–D	L2 framing progress, grids A–D, about 85%		047-13
14	16:45	L1 rooms 105–108	L1 electrical rough-in, rooms 105–108, end of day		047-14

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