COMPANY NAME | LICENSE #

ADDRESS

PHONE | EMAIL

FIELD REPORT

Daily Log

DATE	LOG #	PREPARED BY

JOB NAME / CUSTOMER | JOB # | JOB ADDRESS | CURRENT PHASE

WEATHER: ☐ Sun ☐ Clouds ☐ Rain ☐ Wind | HIGH ° | LOW ° | WEATHER DELAY: ☐ None ☐ Partial day ☐ Full day | HOURS LOST

SITE CONDITIONS (E.G., DRY; MUDDY; WATER IN EXCAVATION)

01 Crew & subcontractors on site

COMPANY / CREW	TRADE	WORKERS	HOURS	CREW-HRS	WORK AREA
	TOTALS				

02 Work completed today

What was done, where, how far along — e.g., "Set 42 lf of coping, north and east walls."

03 Materials delivered & equipment on site

MATERIAL OR EQUIPMENT	QTY / HOURS	SUPPLIER, TICKET # OR RENTAL CO.	RECEIVED BY / NOTES

04 Inspections & visitors

TIME	NAME / COMPANY	PURPOSE	RESULT / NOTES

05 Delays, issues & changes

- ☐ No delays or issues today
- ☐ Waiting on inspection
- ☐ Subcontractor no-show
- ☐ Unforeseen site condition
- ☐ Weather
- ☐ Material late or wrong
- ☐ Owner request or change
- ☐ Other: _____

Each issue, who was told, what happens next, any change order.

06 Safety

- ☐ No incidents or near misses
- ☐ Safety talk held — topic: _____
- ☐ Incident or near miss — describe below and file your incident report

What happened, who was involved, and what was done.

07 Photos & sign-off

I confirm this log is an accurate record of the day.

PHOTOS TAKEN | STORED AT (JOB FILE / FOLDER) | SUPERINTENDENT / FOREMAN SIGNATURE | PRINTED NAME

Requirements vary by jurisdiction; confirm local code and permit conditions.