DAILY SITE DIARY

Project		**Date**	
Job no.		**Prepared by**	
Client		**Site hours**	

WEATHER

	Conditions	Temp (°C)	Rain (mm)	Wind
Morning				
Afternoon				

Hours lost to weather		**Notes**	

WORK PERFORMED

Activity / task	Location / chainage	Quantity / progress	Comments

LABOUR ON SITE

Name	Trade / role	Hours

PLANT ON SITE

Plant ID / description	Operator	Hours

MATERIALS RECEIVED

Material	Supplier	Docket no.	Qty	Unit	Comments

SUBCONTRACTORS ON SITE

Company	Workers	Works performed	Hours

DELAYS, VARIATIONS AND INSTRUCTIONS RECEIVED

SAFETY: INCIDENTS, NEAR MISSES, TOOLBOX TALKS AND VISITORS

SIGN-OFF

Supervisor name		**Signature**		**Date**	