Construction daily report template

A construction daily report: one row per trade per day — weather, crew size and hours, work performed and where, equipment, deliveries, inspections, delays, safety and photos.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Date	Job	Weather ▾	Temp high (°F)	Trade / company	Workers	Hours each	Man-hours	Work performed	Area	Equipment on site	Deliveries	Inspections	Delays / issues	Safety ▾	Visitors	Photos	Reported by

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/construction-daily-report-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Date	Job	Weather ▾	Temp high (°F)	Trade / company	Workers	Hours each	Man-hours	Work performed	Area	Equipment on site	Deliveries	Inspections	Delays / issues	Safety ▾	Visitors	Photos	Reported by
Oct 6, 2026	*J-1131*	*Clear*	*61*	*Metro Interiors (drywall)*	*8*	*8*	*64*	*Hung 1,200 SF board*	*Level 2 east*	*Scissor lift*	*Board delivery 7:30*			*None*		*2026-10-06/drywall*	*Superintendent*
Oct 6, 2026	*J-1131*	*Clear*	*61*	*Eastline Plumbing*	*3*	*8*	*24*	*Rough-in restrooms 201–204*	*Level 2*				*Waiting on RFI 31 (wall chase depth)*	*None*		*2026-10-06/plumbing*	*Superintendent*
Oct 6, 2026	*J-1131*	*Clear*	*61*	*Voltline Electric*	*4*	*6*	*24*	*Pulled feeders to panel 2A*	*Electrical room 2*	*Boom lift*		*Underground electrical — passed*	*Lift down 2 h; rental replaced*	*Near miss*	*Owner's rep*	*2026-10-06/electrical*	*Superintendent*

How to fill it in

1. Fill one row per trade on site each day; repeat the date, job and weather on each row.
2. Enter headcount and hours each; man-hours calculate.
3. Describe the work performed with locations and quantities — 'hung 1,200 SF board, level 2 east'.
4. Record every delay with its cause the same day; a delay not written down is hard to claim later.
5. Filter by trade or date range to answer 'how many man-hours did the drywall sub put on level 2?'.

Options for the ▾ columns

- **Weather:** Clear / Cloudy / Rain / Snow / Wind / Extreme heat / Extreme cold
- **Safety:** None / Near miss / First aid / Recordable

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