

# Construction Daily Report Checklist

## Construction

### ADDITIONAL INFORMATION

Was the work postponed?

☐ Yes☐ No☐ NA

Was the order mentioned in writing?

☐ Yes☐ No☐ NA

Were any verbal instructions obtained?

☐ Yes☐ No☐ NA

Has any verbal or written guidance given to a Subcontractor?

☐ Yes☐ No☐ NA

Were any field work orders obtained or executed today?

☐ Yes☐ No☐ NA

Was any Subcontractor scheduled to start but didn't show up?

☐ Yes☐ No☐ NA

Was any material scheduled to arrive but didn't appear?

☐ Yes☐ No☐ NA

### AUDIT VERIFICATION

Please mention the supervisor name

Supervisor signature

SIGNATURE

## DAILY TASKS

Please elaborate on the Daily Activities of the project and its stage

textarea

## JOB DETAILS

Please mention the job name

Please mention the Job No.

Please mention the name of sub-contractor

## PROTECTION, VISITORS, AND SIGN

Was a job site inspection done today?

Yes

No

NA

Were there any job site incidents that happened today?

Yes

No

NA

Were any QA/QC inspections performed today?

Yes

No

NA

Was the site visited by any visitors?

Yes

No

NA

## WEATHER DETAILS

Please mention the weather condition

Clear/Sunny

Partly cloudy

Overcast

Please select the percipitation (AM)

Rain

Snow

Sleet

None

Please select the percipitation (PM)

Rain

Snow

Sleet

None

Mention the designation

Superintendent

Asst.Superintendent

Asst.project manager

Field secretary

Carpenter foreman

Carpenters

Laborers

Equipment operators

Masons

Cement finishers

Iron workers

Please mention the number of staff members

Mention the total number of hours