Daily field report template

Date _____ **Project or job number** _____

Site or location _____ **Foreman or author** _____

Weather and conditions _____ **Shift start and end** _____

Work performed

What got done today, by area. Say where, not just what.

Crew and hours

Name	Trade or role	Task	Start	End	Hours

Equipment on site

Equipment	Unit number	Used for	Hours used	Idle or down

Delays and issues

Anything that slowed the work. Say who, what and how long.

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Delays and issues

- ☐ Weather
- ☐ Material late or missing
- ☐ Equipment down
- ☐ Waiting on another trade
- ☐ Waiting on inspection or approval
- ☐ Change or drawing question
- ☐ Crew shortage
- ☐ Utility or access problem

Safety notes

Talks held, hazards found, injuries, near misses and what was done about them.

Safety notes

- ☐ Toolbox talk held
- ☐ Job safety analysis completed
- ☐ Hazard found and corrected
- ☐ Near miss happened
- ☐ Injury or first aid case
- ☐ Property damage or spill
- ☐ Stop work called

Visitors and inspections

Name	Company or agency	Purpose	Result or notes