**[ORGANIZATION EMBLEM OR LOGO]**

[NAME OF COMPANY]

[COMPLETE ADDRESS OF COMPANY]

[PHONE NUMBERS] [FAX NUMBERS]

[EMAIL ADDRESS] [WEBSITE]



**CONSTRUCTION DAILY REPORT**

[DATE]

[FULL NAME]

[JOB TITLE]

[COMPANY NAME]

[COMPLETE ADDRESS]

**Subject: Construction Daily Report**

Dear Mr./Ms. [SURNAME]:

As required by our project reporting policy and project contract, enclosed is the daily construction report for [DATE] for [PROJECT NAME]. As per usual, the report covers the progress and major incidents connected with the construction project for the day. For this report dated [DATE], no major construction incident occurred and construction progress went on its normal pace. More details during the day’s construction activities are set out in the attached report.

You may contact or email me directly at [CONTACT NO.] [EMAIL ADDRESS].

Very truly yours,

[FULL NAME]

[JOB TITLE]

[COMPANY NAME]

|  |  |  |  |
| --- | --- | --- | --- |
| Report No.: |  | Date: |  |
| Company Name: |  |  | |
| Project Name: |  |  | |

|  |
| --- |
| **Day**  ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday  ☐ Friday ☐ Saturday ☐ Sunday |

|  |
| --- |
| **Weather**  ☐ Clear ☐ Rain ☐ Windy ☐ Overcast  ☐ Warm ☐ Cool ☐ Foggy ☐ Misty  ☐ Hot ☐ Cold |

|  |
| --- |
| **Site Condition**  ☐ Clear ☐ Dusty ☐ Muddy ☐ Dry  ☐ Slippery ☐ Wet |

|  |  |  |  |
| --- | --- | --- | --- |
| **Temperature Range** | | **Hours Worked** | |
| Celsius: | Fahrenheit: | From: | To: |

|  |  |  |
| --- | --- | --- |
| **Contractor Manpower** | **No. of Laborers** | **Total No. of Hours** |
| [MANPOWER BY LABOR CLASS] | xx | xx |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Subcontractor Manpower** | **No. of Laborers** | **Total No. of Hours** |
|  | xx | xx |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Contractor Equipment** | **No. of Equipment** | **Total No. of Hours** |
| [EQUIPMENT USED] | xx | xx |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Subcontractor Equipment** | **No. of Equipment** | **Total No. of Hours** |
|  | xx | xx |
|  |  |  |

|  |
| --- |
| **Description of work performed for the day:**   * Pouring of Concrete Slabs. The slab for the full block was completed continuously in a single day by delivering the concrete directly from the delivery truck. The pumping of the concrete slab was made by the standard set of laborers including a foreman, finisher, equipment operator, and three other laborers. For this particular work, two other laborers were assigned in order to ensure that an adequate amount concrete would be poured in a single day.      * Laser Leveling. Laser leveling was used for the excavation and grading work at the site. The use of this technology has significantly improved the productivity of the excavation and grading. The laser surveying equipment was set up at the site by the standard set of laborers headed by the foreman.      * Placement of block foundations. This activity was performed by ten laborers who were skilled in bricklaying, including four bricklayer helpers. Placement of the block foundation was performed speedily by allowing all of the crew to do the work simultaneously because of the ample space available on the site. * [OTHER DESCRIPTION OF WORK PERFORMED DURING THE DAY] |

|  |  |
| --- | --- |
| **Contract Progress** | |
| Contract Date: | Contract Completion Date: |
| Actual Work Completed: | Estimated Actual Completion Date: |

|  |
| --- |
| **Attachments:** |

|  |  |  |
| --- | --- | --- |
| Prepared By: | Title: | Date: |