

# Daily Construction Report Companion



## What is a Daily Construction Report?

A Daily Construction Report is a job sites summary that contains general information regarding hours, incidents, workers, equipment, conditions, and accidents throughout the day.

## What is the Purpose of a Daily Construction Report?

A Daily Construction Report helps monitor a projects development; it identifies what is being accomplished and how on a daily basis. The report can therefore become a good point of reference.

## Why do I need a Daily Construction Report?

The Daily Construction Report is a great source for future references. It is also crucial for keeping those who are not on the job site informed of what's happening (project manager, operation manager etc.) or on missed days.

## How do I complete a Daily Construction Report?

Typically the Supervisor oversees the Daily Construction Report.

The responsible individual must take the following steps:

1. Indicate the projects title and location, the date that the documentation was filled out and the date that the job was performed, the name of the superintendent and the contractor, the weather conditions and the percentage of work that has been completed to date.
2. Fill out the following tables based on the employee's position, the number of workers in that position and the hours completed throughout the day. If the employee is working with equipment or machinery, indicate when it was delivered and removed (if applicable), the type of machinery and its condition.
3. The next step is to indicate if any accidents or injuries occurred, if so insert the accident report dates.
4. If there are any site visitors that day, their names must be noted
5. If there is cause for delays such as, a late order it must be noted as well
6. The work completed in that day must be indicated in addition to the work that is currently in progress.
7. Additional findings and or comments can be noted at the end of the report.
8. The site supervisor must sign the document.
9. \*Optional\* Including 3-4 pictures can help strengthen the report and build its integrity.

## How do I use a Daily Construction Report?

- The superintendent must monitor daily events and activities in order to effectively fill out the report.
- Employee timesheets must be collected in order to fill out the form entirely and accurately.
- The document is then directed to a higher authority to be revised and documented.