



# Daily Construction Report Template

Company name		Construction company logo
Project name		
Location		
Site Manager		
Date		
		Report No: _____
		Weather conditions: _____
		Temperature: _____
		Workers on site: _____

Project overview:

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Task description	Worker/Team	Start time	Finish time	Total time

Equipment	Quantity	Materials	Quantity



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No.	Expenses	Cost

Status	No.	Comments
Tasks completed		
Tasks in progress		
Overdue tasks		
Upcoming tasks		

Issues:

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Safety:

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Report prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp