

DAILY LOG

Fill this out on site, the same day, for an accurate record of the job.

JOB INFORMATION

DATE	JOB NAME
JOB NUMBER	PREPARED BY

WEATHER

CONDITIONS	TEMPERATURE

WEATHER DELAY ☐ No ☐ Yes

IF YES, DETAILS

CREW ATTENDANCE

NAME	ROLE	TIME IN	TIME OUT

WORK COMPLETED

AREA / TASK	% COMPLETE

DESCRIPTION

MATERIALS DELIVERED

ITEM	TICKET #	TIME	DELIVERED BY

EQUIPMENT USED

EQUIPMENT	TIME ON SITE	NOTES

SAFETY INCIDENTS

☐ None ☐ Incident occurred

IF INCIDENT, DESCRIBE

ACTION TAKEN

VISITOR SIGN-IN

NAME	COMPANY / ROLE	TIME IN	TIME OUT	REASON FOR VISIT

NOTES / COMMENTS

NOTES

SIGNED (SITE SUPERVISOR)

DATE SIGNED