DAILY JOB LOG

Complete daily while details are fresh. Record facts; preserve supporting photos and notices.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

LOG DATE / WEATHER

SITE LEAD / WORK HOURS

LABOR AND WORK PERFORMED

Trade / crew	Count / crew-hours	Area + work completed

DELIVERIES / EQUIPMENT

Item / supplier	Qty / condition	Ticket / photo ref.

VISITORS / INSPECTIONS / RESULT

DAILY JOB LOG

Capture delays, decisions and the next shift handoff. Report incidents through the required process.

PROJECT / JOB NUMBER

UPDATED BY / DATE

DELAYS / CAUSE / IMPACT / MITIGATION

SITE CONDITIONS / DAMAGE / INCIDENT REFERENCE (FACTS ONLY)

DECISIONS AND FOLLOW-UP

Decision / question / action	Owner	Due date

TOMORROW: PRIORITY WORK

DEPENDENCIES / MATERIALS NEEDED

PREPARED BY

REVIEWED BY / DATE