

Construction site diary

Daily record · work, resources and notable events

Project / site	Date / report no.
Prepared by / role	Weather / temperature
Working hours / interruption	Area / construction phase

1 · Work performed and personnel

Company / trade	People / hours	Work / area / progress

2 · Equipment, deliveries and records

Type / quantity	Use / delivery / record

3 · Deviations, agreements and next steps

Event / finding	Action / owner / due date

Prepared / date: _____ Reviewed / date: _____

Use and review

Copy the blank template for each working day. Record observed facts, times and parties; mark unknown information as open.

Add unique references for photos, drawings and delivery notes. Make agreements and changes traceable; check contractual requirements.

Adapt to the project and obtain a competent professional review before use. Record only necessary personal data and store it securely.

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Daily record · work, resources and notable events

Project / site Example site A (fictional)	Date / report no. 15.04.2026 / DEMO-01
Prepared by / role Person A / site manager (fictional)	Weather / temperature Cloudy / 12 °C (example)
Working hours / interruption 07:00–16:00 / 12:00–12:30	Area / construction phase Section A / internal fit-out

1 · Work performed and personnel

Company / trade	People / hours	Work / area / progress
Example company A / drywall	3 / 8,5 h	Section A: framing started; grid lines 1–3 completed.

2 · Equipment, deliveries and records

Type / quantity	Use / delivery / record
1 material delivery	Framing profiles, delivery note DEMO-L1; received 09:10.

3 · Deviations, agreements and next steps

Event / finding	Action / owner / due date
Delivery area temporarily occupied; 20-minute delay.	Coordinate next day's delivery with example company B; Person A; 15 Apr.

Prepared / date: _____ Reviewed / date: _____

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All entries are fictional; this example is not an approved work instruction.