

Contractor Daily Report Form

Name of the company: _____

Address of the company: _____

Telephone: _____ Email address: _____

Daily Report Details

Daily Report number:

Date:

Contractor name:

Project Number:

Project name:

Weather conditions: Clear Windy Cool Clear Rain Others

Site conditions: Muddy Clear Dusty

Temperature range: Max: Min:

Day: _____

Work details

Significant events performed during the day:

Accomplished works during the day:

Materials and equipment purchased on site:

Number count of personnel on the site:

Name of the supervisor on the site:

Comments, feedback, criticisms

Comments from the project leader:	
Nature of exceptions and defects:	
1. Specifications:	
Drawing number:	Location:
Description:	
2. Specifications:	
Drawing number:	Location:
Description:	
3. Specifications:	
Drawing number:	Location:
Description:	

Percentage of Actual work completed: _____

Contract date: _____

Budgeted Project completion date: _____

Probable completion date: _____

I, _____, hereby declare that all the information provided in this form are true and correct to the best of my knowledge and we would be able to cooperate with any further details that our partners may seek from us.

Signature of the supervisor: _____ Date: _____

Attachments: _____