

Site diary

✓ Fill it in on the day, and sign it before you leave site.

Project		Site address	
Date		Completed by	
Weather, morning		Weather, afternoon	
Site hours		Page	

1. Labour on site

Every company on site today, the trade and how many people.

Company	Trade	Number	Working on

2. Work done today

By area or level. Say what was finished, not just what was worked on.

Area or level	Work done	Finished?

3. Plant and deliveries

Plant on site and what arrived. Note anything short, late or damaged.

Plant or delivery	Supplier	Note

4. Visitors and inspections

Name	Company	Reason for visit

5. Instructions received

Any instruction from the client, designer or main contractor, and who gave it. Confirm spoken instructions in writing.

From	Instruction	Reference

6. Delays and problems

What happened, when, and what it held up. Note the hours lost.

What happened	Work affected	Hours lost

7. Health and safety

Accidents, near misses, toolbox talks held, and any work you stopped.

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8. Photos taken

Photo numbers and what they show, so you can find them later.

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Signed

Name	Signature	Date