

# 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.*

|  |
|--|
|  |
|--|

#### 8. Photos taken

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

|  |
|--|
|  |
|--|

#### Signed

| Name | Signature | Date |
|------|-----------|------|
|      |           |      |

# Snagging list

✓ Photograph every snag and put the photo number on its line.

|                    |  |                     |  |               |  |
|--------------------|--|---------------------|--|---------------|--|
| Project            |  | Area or level       |  | Inspected by  |  |
| Date of inspection |  | Contractor or trade |  | Handover date |  |

One line per snag. Say exactly where it is, so whoever fixes it can find it without asking.

| Ref | Location | Snag | Photo ref | Trade | Priority | Target date | Fixed (date, initials) | Checked by |
|-----|----------|------|-----------|-------|----------|-------------|------------------------|------------|
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |
|     |          |      |           |       |          |             |                        |            |

Priority: A, fix before handover. B, fix by the agreed date. C, minor or cosmetic.

## Snags closed out

|                          |      |           |      |
|--------------------------|------|-----------|------|
|                          | Name | Signature | Date |
| Contractor               |      |           |      |
| Client or representative |      |           |      |

# Monthly progress report

✓ Send it on the same day each month, under the same headings.

|               |  |                |  |
|---------------|--|----------------|--|
| Project       |  | Client         |  |
| Report number |  | Period covered |  |
| Prepared by   |  | Date issued    |  |

## 1. Summary

Three or four lines: where the job stands, what changed this month and anything the client needs to decide.

## 2. Progress against the programme

Status is on track, behind or ahead. Say why for anything behind.

| Stage or activity | Planned % complete | Actual % complete | Status | Comment |
|-------------------|--------------------|-------------------|--------|---------|
|                   |                    |                   |        |         |
|                   |                    |                   |        |         |
|                   |                    |                   |        |         |
|                   |                    |                   |        |         |
|                   |                    |                   |        |         |
|                   |                    |                   |        |         |

## 3. Key dates

| Milestone | Contract date | Forecast date | Change in days |
|-----------|---------------|---------------|----------------|
|           |               |               |                |
|           |               |               |                |
|           |               |               |                |
|           |               |               |                |

## 4. Health and safety

|                    | This month | To date | Notes |
|--------------------|------------|---------|-------|
| Accidents          |            |         |       |
| Near misses        |            |         |       |
| Inspections        |            |         |       |
| Toolbox talks held |            |         |       |

## 5. Labour and resources

*Average numbers on site by trade, and any shortfall.*

|  |
|--|
|  |
|--|

## 6. Information needed

*Open questions and design information, with the date you need an answer.*

| Question or request | Date asked | Needed by | From |
|---------------------|------------|-----------|------|
|                     |            |           |      |
|                     |            |           |      |
|                     |            |           |      |

## 7. Variations and instructions

| Ref | Description | Status | Value, if agreed |
|-----|-------------|--------|------------------|
|     |             |        |                  |
|     |             |        |                  |
|     |             |        |                  |

## 8. Valuations and payment

| Application | Amount applied for | Amount certified | Date paid |
|-------------|--------------------|------------------|-----------|
|             |                    |                  |           |
|             |                    |                  |           |
|             |                    |                  |           |

## 9. Risks and issues

| Issue | Effect | Action | Owner |
|-------|--------|--------|-------|
|       |        |        |       |
|       |        |        |       |
|       |        |        |       |

## 10. Next month

*The work planned for next month, and any access or information you need for it.*

|  |
|--|
|  |
|--|

## 11. Photos

*Photo numbers with a caption each. Put the photos at the end of the report.*

|  |
|--|
|  |
|--|

# Variation order

✓ Check your contract for who can instruct a change and any notice period.

|                  |  |                       |  |
|------------------|--|-----------------------|--|
| Project          |  | Contract              |  |
| Variation number |  | Date raised           |  |
| Raised by        |  | Instruction reference |  |

## 1. What is changing

*Describe the change against the original scope. Attach drawings or marked-up photos.*

## 2. Why

*Who asked for it and why: a client request, a design change or something found on site.*

## 3. Drawings and documents affected

| Drawing or document | Revision | Note |
|---------------------|----------|------|
|                     |          |      |
|                     |          |      |
|                     |          |      |

## 4. Effect on the programme

| Extra working days | Activities affected | Effect on the completion date |
|--------------------|---------------------|-------------------------------|
|                    |                     |                               |

## 5. Cost of the change

*Say how it's valued: contract rates, a quotation or daywork.*

|                      | Description | Amount (£) |
|----------------------|-------------|------------|
| Labour               |             |            |
| Materials            |             |            |
| Plant                |             |            |
| Subcontract          |             |            |
| Preliminaries        |             |            |
| Overheads and profit |             |            |
| Total                |             |            |

## Agreed

*Both sign before the work starts, or record why it started first.*

|                                  | Name | Position | Signature | Date |
|----------------------------------|------|----------|-----------|------|
| Contractor                       |      |          |           |      |
| Client or contract administrator |      |          |           |      |