SITETAB

DAILY SITE REPORT

01 HEADER

PROJECT | SITE / AREA | DATE | REPORT NO.

PREPARED BY | DAY OF PROGRAMME

02 WEATHER

☐ Fine ☐ Overcast ☐ Rain ☐ Wind ☐ Extreme heat

TEMP (MAX) | WORK AFFECTED — HOW, AND FOR HOW LONG

03 WORK COMPLETED — BY AREA AND TRADE, WITH QUANTITIES

04 LABOUR ON SITE

TRADE	CONTRACTOR	NO.

05 MATERIALS

DELIVERED TODAY

USED TODAY

RUNNING SHORT — REORDER BY

06 ISSUES AND BLOCKERS — WHAT HAPPENED, WHAT IT COST, WHO OWNS IT

07 PHOTOS — DATED AND CAPTIONED: LOCATION + WHAT IS SHOWN

PHOTO 1 | PHOTO 2 | PHOTO 3

PHOTO 4 | PHOTO 5 | PHOTO 6

08 TOMORROW'S PLAN