Site diary

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Project: Date: Weather AM / PM: Hours lost:

LABOUR ON SITE (BY TRADE / SUBCONTRACTOR)

PLANT AND EQUIPMENT (ON SITE, IDLE, BREAKDOWNS)

DELIVERIES (WHAT, QTY, SUPPLIER, NOTE NO., RECEIVED BY)

WORK DONE (BY AREA)

INSTRUCTIONS AND DECISIONS (WHO, WHEN, HOW: IN PERSON / PHONE / WHATSAPP)

PROBLEMS AND DELAYS (WHAT, IMPACT, ACTION)

VISITORS AND INSPECTIONS

PHOTOS TAKEN (REFS)

Written by: Signature: Time written:

Write it the same day. Facts, not opinions. Never skip a day: "Site closed" is still an entry.