

# Work Order Log Form — Construction Project

This **work order log form** sample is designed specifically for construction projects, providing a detailed and organized way to track tasks, materials, and labor. It helps project managers maintain accurate records of progress, expenses, and timelines, ensuring effective communication and accountability. Using this form improves overall project efficiency and documentation quality.

## Project Information

Project Name:	Enter project name	Project No.:	Project Number
Location:	Project location		
Date:		Logged By:	Name

## Work Order Details

WO No.	Date Issued	Task Description	Requested By	Assigned To	Priority	Status
WO Number		Detailed task description	Requestor	Assignee	High	Open

## Materials Used

Material Name	Quantity	Unit	Supplier	Cost	Remarks
E.g., Concrete		E.g., Cubic Meter	Supplier Name		Optional

## Labor Log

Name	Role/Trade	Date	Hours Worked	Overtime (hours)	Remarks
Worker Name	Role				Optional

## Progress Notes

Briefly describe progress, issues encountered, solutions, or other notes...

## Attachments

No file selected