

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:	<input type="text" value="Enter project name"/>	Project No.:	<input type="text" value="Project Number"/>
Location:	<input type="text" value="Project location"/>		
Date:	<input type="text"/>	Logged By:	<input type="text" value="Name"/>

Work Order Details

WO No.	Date Issued	Task Description	Requested By	Assigned To	Priority	Status
<input type="text" value="WO Number"/>	<input type="text"/>	<input type="text" value="Detailed task description"/>	<input type="text" value="Requestor"/>	<input type="text" value="Assignee"/>	<input type="text" value="High"/>	<input type="text" value="Open"/>

Materials Used

Material Name	Quantity	Unit	Supplier	Cost	Remarks
<input type="text" value="E.g., Concrete"/>	<input type="text"/>	<input type="text" value="E.g., Cubic Meter"/>	<input type="text" value="Supplier Name"/>	<input type="text"/>	<input type="text" value="Optional"/>

Labor Log

Name	Role/Trade	Date	Hours Worked	Overtime (hours)	Remarks
<input type="text" value="Worker Name"/>	<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Optional"/>

Progress Notes

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

Attachments

Choose File

No file selected

Submit Work Order Log