

Construction Site Daily Progress Report

Date: _____

Project Name: _____

Location: _____

Report Prepared By: _____

Weather Conditions: _____

1. Workforce and Attendance

Trade/Role	No. of Workers	Hours Worked	Remarks
_____	_____	_____	_____

2. Equipment Utilization

Equipment	Quantity	Hours Used	Status/Remarks
_____	_____	_____	_____

3. Work Performed

Activity/Task	Location	Status (Completed/In Progress)	Remarks
_____	_____	_____	_____

4. Materials Delivered

Material	Quantity	Supplier	Remarks
_____	_____	_____	_____

5. Issues and Observations

6. Safety Concerns / Incidents

7. Visitors

Name	Organization	Purpose of Visit
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_____	_____	_____
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8. Sign Off

Site Supervisor: _____

Date & Time: _____