

Daily Activity Report

Date: _____
Project: _____
Location: _____
Prepared by: _____

Weather Conditions:

☀ Sunny ☁ Cloudy ☔ Rainy ❄ Snow Temperature: _____ °C/°F

Labor Information

Trade/Position	Number of Workers	Hours Worked	Overtime
Carpenter	_____	_____	_____
Electrician	_____	_____	_____
Laborer	_____	_____	_____

Equipment Used

Equipment	Purpose/Task	Hours Used
Excavator	_____	_____
Crane	_____	_____

Work Performed

Task Description	Location	Status (Completed/In Progress)	Remarks
Foundation pouring	North Zone	Completed	On schedule
Wall framing	East Wing	In Progress	50% done

Materials Delivered/Used

Material	Quantity	Delivered By	Date
Concrete	_____ m³	_____	_____
Steel Bars	_____ tons	_____	_____

Issues and Delays

Safety Incidents/Observations

Visitors/Inspections

Signature

Supervisor: _____

Date: _____