

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: _____