

# Daily Site Supervisor Progress Summary Sheet

Date

Project Name

Location

Supervisor

## Weather Conditions

AM

e.g., Sunny, Rain

PM

e.g., Cloudy

## Site Attendance

Workforce Type	Company	No. Present
E.g. Carpenters	<input type="text"/>	<input type="text"/>
E.g. Electricians	<input type="text"/>	<input type="text"/>
E.g. Laborers	<input type="text"/>	<input type="text"/>

## Work in Progress

Describe major tasks performed, areas worked on, and progress made

## Equipment & Materials Delivered

List notable deliveries, equipment used or received today

## Inspections & Visitors

Record any inspector/visitor presence or site visits, notes

## Safety Incidents / Observations

Mention any incidents, safety concerns, or observations

## Delays or Issues Noted

Briefly describe any project delays or problems encountered

## Additional Comments / Notes

Other relevant info or remarks

Supervisor Signature:

Date: