

# Contractor Daily Site Diary

Project Name: \_\_\_\_\_

Diary Date: \_\_\_\_\_

Weather: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Location: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

## Staff & Labour

Trade/Position	Name	No. of Persons	In Time	Out Time	Remarks

## Work Progress

Activity / Description	Location	Start Time	Finish Time	Remarks

## Material Delivery / Removal

Material	Quantity	Delivered/Removed	Time	Remarks

## Plant & Equipment On Site

Equipment	Qty	Working	Idle	Remarks

## Visitors / Inspections

Name	Company	Purpose	Time	Remarks

## Accidents / Incidents / Safety Issues

Description	Action Taken	Remarks

## General Remarks

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**Prepared by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_