

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: _____