

Subcontractor Daily Attendance and Activity Record

Date

Project Name

Subcontractor Name

Attendance Log

No.	Worker Name	Trade/Position	Time In	Time Out	Total Hours	Remarks
1.						
2.						
3.						

Activities Performed

Description

Equipment/Materials Used

No.	Equipment/Material	Quantity	Remarks
1.			
2.			

Additional Notes

Prepared By

Date:

Approved By

Date:

