Construction Daily Report Template (GC)

FieldPack v1 - Template #01 | Formats: DOCX, XLSX, PDF, CSV

Project Name: _____

Jobsite Address: _____

Date: ____ / ____ / 20____

Prepared By: _____

How & When to Use This Template

Who fills it: General contractor superintendent or project manager

When used: End of every working day on active commercial or residential builds

Why it matters: Contemporaneous daily logs with verified weather and start/stop delay times are the primary evidence used to substantiate time extensions and extra-cost claims.

Template Fields (Fillable Blank Layout)

1. Report Date & Project ID [Required | date] - Locks the entry to a verifiable calendar day for schedule disputes. Entry: _____

2. Verified Weather & Station ID [Required | text] - Separates official NWS/NOAA station readings from site-reported rain or wind. Entry:

_____

3. Manpower by Company & Trade [Required | table] - Establishes who was on site and total labor hours if productivity is impacted. Entry:

_____

4. Work Performed (Area & Quantity) [Required | table] - Tracks daily production against schedule milestones and pay applications. Entry:

_____

5. Inspections & Test Results [Optional | table] - Documents inspector name, pass/fail status, and time to prove hold points cleared. Entry:

_____

6. Deliveries & Major Equipment [Optional | text] - Logs late trucks, crane/pump standbys, and rented equipment on site. Entry:

_____

7. Delays & Disruptions [Optional | table] - Captures cause, start/stop times, and lost crew-hours for delay claims. Entry:

_____

8. Safety, Toolbox Talk & Incidents [Required | text] - Confirms daily safety briefing and explicitly logs zero or actual incidents. Entry:

_____

9. Superintendent Sign-Off [Required | signature] - Turns a draft log into a signed contemporaneous business record. Entry:

_____

Included Trade Variants

- Concrete: Concrete Mix Design & Supplier, Truck Ticket #, CY Poured, Slump & Air %, Test Cylinder IDs & Lab Tech, Curing Method & Blankets/Heaters

- Roofing: Wind Speed / Gusts at Roof Level, Squares Torn Off vs. Dried-In, Decking Repairs / Extra Wood Count, Fall-Protection System Verified

Related Obligations & Scope Notice

Weather delays: record exact start/stop times and affected crew counts. Review your contract notice clause (often 24-72 hours for written delay notice). General information, not legal advice.

Scope: US Federal OSHA 29 CFR Part 1926 reference only. State-plan states (CA, WA, OR, etc.) have additional rules. Not legal advice. No lien waivers included.

FieldPack v1 (Freeman Labs LLC) - Template #1 (construction-daily-report). eCFR 29 CFR 1926 snapshot dated 2026-11-26.