

Daily Site Report

One sheet per day — copy the tab for each new day

Date	13-Oct-2026	Report no.	54
Project	4-bedroom bungalow (example)	Location	Lugbe, Abuja
Client	Mr & Mrs Adeyemi (example)	Contractor	Example Builders Ltd
Supervisor	(name)	Hours worked	7:30am – 5:00pm

WEATHER

Time	Condition	Temp (°C)	Work stopped?	Notes
Morning	Cloudy	26	No	
Afternoon	Heavy rain	24	Yes	Rain 1:30–3:00pm; concrete pour moved to tomorrow

LABOUR ON SITE

Trade	Company / gang	Workers	Hours	Work done
Masons	Own gang	4	8	Blockwork to lintel level — bedrooms 3 & 4
Labourers	Own gang	6	8	Mixing mortar, carrying blocks
Iron benders	Subcontractor	2	6	Cut and bent lintel reinforcement
Carpenters	Subcontractor	2	6	Lintel formwork, living room
Total workers		14		

MATERIALS DELIVERED

Material	Supplier	Qty	Unit	Received by / condition
Cement (Dangote)	Supplier A	60	bags	Storekeeper — good, stored on pallets
9" blocks	Block industry, Lugbe	1,000	nr	14 broken, noted on waybill

EQUIPMENT ON SITE

Equipment	Owned / hired	Hours used	Condition	Notes
Concrete mixer (1 bag)	Hired	0	Good	Idle — rain

Poker vibrator	Owned		0 Needs repair	Sent for repair

VISITORS & INSPECTIONS

Name	Organisation	Time in	Time out	Purpose
(Name)	Structural engineer	10:00	11:15	Inspected column reinforcement — approved

SAFETY

Toolbox talk	Working at height on scaffolds	Incidents / near misses	None
PPE check	All workers in boots & helmets		

ISSUES / DELAYS / INSTRUCTIONS RECEIVED

1. Rain stopped work for 1.5 hours. 2. Client asked to move the kitchen window 600mm left — awaiting architect confirmation (RFI-007). 3. Vibrator out for repair, back tomorrow.

PLAN FOR TOMORROW

Pour lintel concrete over bedrooms 1-2 (weather permitting), continue blockwork bedrooms 3-4.

Site supervisor	Received by client / PM
Name:	Name:
Date:	Date:

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