

Daily Site Report / Diary Template for Construction Projects

DAILY SITE REPORT / DIARY		
PROJECT NAME:	CONTRACTOR NAME & LOGO	DAILY SITE DIARY <small>PROJECT NO. 00000000000000000000</small>
CLIENT:		Date 27-07-20
CONSULTANT:		Document Ref Number PR-023-001

ON SITE STAFF & LABOUR RECORD							
No.	Position	No.	Hrs	No.	TRADE	No.	Hrs
1	Project Manager	1		13			
2	Site Engineer	1		14			
3	Foreman	1		15			
4	Workshop	1		16			
5	Electrician	1		17			
6	Plumber	1		18			
7	Painter	1		19			
8	Driver	1		20			
9				21			
10				22			
11				23			
12				24			
REMARKS							

DELIVERY OF MATERIALS			
No.	MATERIAL	Qty	Unit
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
REMARKS			

ON SITE PLANT & EQUIPMENT RECORD							
No.	CATEGORY	No.	Hrs	No.	CATEGORY	No.	Hrs
1	Generator	1		13			
2	27000 Crane	1		14			
3	27000 Crane	1		15			
4	17000	1		16			
5	200000 Motor	1		17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			
REMARKS							

NON WORKING PLANT/EQUIPMENT			
No.	CATEGORY	Broken	Date
1			

DESCRIPTION OF WORKS DONE			
No.	WORKS	Qty	Unit
1	10 Concrete casting on Columns at First floor	05	m3

SITE VISITS		
No.	Name	Company Name
1		
2		

Civil Engineer Quantity Diary

PT Brinkman



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