

# DAILY WORK REPORT

PROJECT NAME/#: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CONTRACTEE: \_\_\_\_\_ WEATHER/OTHER SIGNIFICANT CONDITIONS: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ PERSON(S) IN CHARGE \_\_\_\_\_

EMPLOYEES			
EMPLOYEE NAME/TRADE	RATE	HOURS	WORK ACCOMPLISHED

MATERIALS/SUPPLIES		
DESCRIPTION OF MATERIAL RECEIVED	QTY.	QUANTITY/MATERIAL USED

EQUIPMENT				
OWNED	MAINTENANCE REPAIRS	RENTED	RATE	HOURS

SUBCONTRACTORS	
NAME/# OF EMPLOYEES	TYPE OF WORK

CHANGES	
CHANGE ORDER/DESCRIPTION	WORK ASSIGNED TO

## DAILY WORK REPORT (Cont.)

### EMPLOYEES

EMPLOYEE NAME/TRADE	RATE	HOURS	WORK ACCOMPLISHED

### MATERIALS/SUPPLIES

DESCRIPTION OF MATERIAL RECEIVED	QTY.	QUANTITY/MATERIAL USED

### INSPECTIONS/INJURIES/DELAYS, Etc.

