pointCPD

Site diary

Daily site report

Complete every working day, on the day. Be factual and specific. Record delays, instructions and weather even when they seem minor: they become important later.

1. Day details

Project / site		**Date**	
Site hours Start and finish		**Completed by**	
Weather Morning / afternoon; rain start and stop times; temperature			
Site conditions Wet ground, access issues, work stopped?			

2. Labour and trades on site

Company / trade	No. of workers	Hours	Work area

3. Work completed today

Area / level	Work done
EXAMPLE *Ground floor*	*East and south wall frames stood, plumbed and temporarily braced*

4. Deliveries, plant and delays

Item	Supplier	Issue or delay (cause)	Time lost
EXAMPLE *Roof trusses*	*Truss plant*	*Delivered 1 day late; carpenters redeployed to fascia prep*	*0.5 day*

5. Instructions, visitors and inspections

Record every instruction, especially verbal ones. Confirm significant instructions in writing the same day.

Time	From / visitor	Instruction, discussion or inspection	Follow-up (variation, RFI)
EXAMPLE *10:30*	*Owner*	*Asked to move kitchen window 300 mm left*	*Variation request V07 issued*

6. Safety

#	Check	Yes	No	Details / report reference
1	Toolbox talk or pre-start held	☐	☐	
2	Site inspection done	☐	☐	
3	New workers inducted	☐	☐	
4	Incident or injury	☐	☐	
5	Near miss	☐	☐	
6	Hazard reported	☐	☐	
7	Regulator, council or certifier visit	☐	☐	

7. Photos and sign-off

Photo numbers / folder			
Notes for tomorrow			
Signature		**Date**	