



# SITE MANAGER PROJECT DAILY DIARY

CONTRACTOR:	
PROJECT ADDRESS:	
PROJECT NO.:	
PREPARED BY:	

FILE REF. NO.:	REF: ES/3200 - 02	
DAILY DIARY NO.:		
TIME ( Arrived / Departed ):	AM	PM
WEEK DATE:		

WEATHER CONDITION:						Temperature °F:	Min.	Max.
GROUND CONDITION:	Dry	Damp	Wet	Frozen	Other:			
WEATHER DELAYED WORK:	YES	NO	Describe:					

PROGRAMME	Work Schedule Process:	Performance expectations:	PROGRAMME STATUS
			On Time Delayed Delayed:(days) Daily Time Used:(% ) Project Completed:(% )

CONTRACTOR WORKFORCE	CONTRACTOR LABOUR	TRADE	WORK AREA	PERFORMANCE		
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO

MATERIALS EQUIPMENT	MATERIALS RECEIVED		EQUIPMENT USED	

WORK PERFORMED BY WORKFORCE ( Including description per activity , location, status )	WORK DESCRIPTION	WORK AREA	WORK COMPLETED			INSPECTED	
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded



# SITE MANAGER PROJECT DAILY DIARY

**SUBCONTRACTOR**

SUBCONTRACTOR:	
TRADE:	

TIME ( Arrived / Departed )	AM	PM
WEEK DATE:		

PROGRAMME	Work Schedule Process:	Performance expectations:	<b>PROGRAMME STATUS</b> On Time Delayed Delayed:(days) Daily Time Used:( % ) Project Completed:( % )

SUBCONTRACTOR TEAM	SUBCONTRACTOR LABOUR	POSITION	WORK AREA	PERFORMANCE		
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO

MATERIALS EQUIPMENT	MATERIALS RECEIVED		EQUIPMENT USED	

WORK PERFORMED BY WORKFORCE <small>( Including description per activity , location , status )</small>	WORK DESCRIPTION	WORK AREA	WORK COMPLETED			INSPECTED	
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded

CRITICAL POINTS	MILESTONES	OBSERVATIONS

WORK SCHEDULE	VARIATIONS	SPECIAL INSTRUCTIONS



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**SUBCONTRACTOR**

<b>SUBCONTRACTOR:</b>	
<b>TRADE:</b>	

<b>TIME</b> ( Arrived / Departed	AM	PM
<b>WEEK DATE:</b>		

<b>PROGRAMME</b>	<b>Work Schedule Process:</b>	<b>Performance expectations:</b>	<b>PROGRAMME STATUS</b> On Time Delayed Delayed:(days) Daily Time Used:( % ) Project Completed:( % )

<b>SUBCONTRACTOR TEAM</b>	SUBCONTRACTOR LABOUR	POSITION	WORK AREA	PERFORMANCE		
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO
				Acceptable?	YES	NO

<b>MATERIALS EQUIPMENT</b>	MATERIALS RECEIVED		EQUIPMENT USED	

<b>WORK PERFORMED BY WORKFORCE</b> <small>(Including description per activity , location, status )</small>	WORK DESCRIPTION	WORK AREA	WORK COMPLETED			INSPECTED	
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
			YES	NO	(%)	Inspected	Photo Recorded
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			YES	NO	(%)	Inspected	Photo Recorded

<b>CRITICAL POINTS</b>	MILESTONES	OBSERVATIONS

<b>WORK SCHEDULE</b>	VARIATIONS	SPECIAL INSTRUCTIONS

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## ADMINISTRATION

SITE VISITORS	VISITORS NAME	COMPANY	VISIT STATUS	HEALTH AND SAFETY		
				PPE Received	YES	NO
				PPE Received	YES	NO
				PPE Received	YES	NO
				PPE Received	YES	NO
				PPE Received	YES	NO
				PPE Received	YES	NO
				PPE Received	YES	NO

CHANGE ORDER REGISTER	CHANGE ORDER DESCRIPTION	WORK AREA	WORK STANDBY		SUPPORTED INFORMATION		
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required
			YES	NO	CVI	AI	EOT Required

DELAYS / PROBLEMS RECORDED	TASK	WORK AREA	COMMENTS

HEALTH & SAFETY	ACCIDENTS RECORDED	INCIDENT RECORDED

SITE INSPECTIONS	INSPECTION DETAILS	REFERENCE NO.	INSPECTED BY	STATUS	
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office
				Inspected	Issued to Office



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**ADMINISTRATION**

MEETINGS	ATTENDEES	COMPANY	RECORDED		CODE
			YES	NO	Project Team Meeting Design Team Meeting Contractor Internal Meeting Contractor(s) Meeting Meeting Start: Meeting End:
			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	
		YES	NO		

NOTES	OTHER: