

DAILY REPORT

PROJECT: _____	Project # _____
LOCATION: _____	DATE _____
CONTRACTOR: _____	SHEET#: _____ of _____
WEATHER: _____	

WORK COMPLETED TODAY:

W
O
R
K

C
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P
L
E
T
E
D

EMPLOYEE NAME	CLASSIFICATION	HRS	REMARKS
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

L
A
B
O
R

EQUIPMENT	MAKE AND MODEL	WORK COMPLETED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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T

CONTRACTOR SIGNATURE: _____	VISITORS: _____
FOREMAN'S NAME:: _____	_____
_____	_____