

# DAILY WORK REPORT

Project Name - # \_\_\_\_\_

DATE: \_\_\_\_\_

Contractee: \_\_\_\_\_

(Weather / Other Significant Conditions)

Address: \_\_\_\_\_

(Person (s) In Charge)

|                  | EMPLOYEE NAME/TRADE | RATE | HOURS | WORK ACCOMPLISHED |
|------------------|---------------------|------|-------|-------------------|
| <b>EMPLOYEES</b> |                     |      |       |                   |
|                  |                     |      |       |                   |
|                  |                     |      |       |                   |
|                  |                     |      |       |                   |
|                  |                     |      |       |                   |

|                          | DESCRIPTION OF MATERIAL RECEIVED | QTY | QUANTITY/MATERIAL USED |
|--------------------------|----------------------------------|-----|------------------------|
| <b>MATERIAL/SUPPLIES</b> |                                  |     |                        |
|                          |                                  |     |                        |
|                          |                                  |     |                        |
|                          |                                  |     |                        |
|                          |                                  |     |                        |

|                  | OWNED | MAINTENANCE/REPAIRS | RENTED | RATE | HOURS |
|------------------|-------|---------------------|--------|------|-------|
| <b>EQUIPMENT</b> |       |                     |        |      |       |
|                  |       |                     |        |      |       |
|                  |       |                     |        |      |       |
|                  |       |                     |        |      |       |
|                  |       |                     |        |      |       |

|                       | NAME / # OF EMPLOYEES | TYPE OF WORK |
|-----------------------|-----------------------|--------------|
| <b>SUBCONTRACTORS</b> |                       |              |
|                       |                       |              |
|                       |                       |              |
|                       |                       |              |
|                       |                       |              |

|                | CHANGE ORDER / DESCRIPTION | WORK ASSIGNED TO |
|----------------|----------------------------|------------------|
| <b>CHANGES</b> |                            |                  |
|                |                            |                  |
|                |                            |                  |
|                |                            |                  |
|                |                            |                  |

