

B. BUILDER, LTD, MERROW, GUILDFORD.

## SITE DIARY AND DAILY REPORT

Contract ..... Contract No: ..... Week ending .....  
..... No. ....

Weather:

Temperature AM.  
PM.

### Labour on-site

Own labour

Subcontractors

Nominated  
subcontractors

### Labour required (state by which date)

Own labour

Subcontractors

Nominated  
subcontractors

Overtime

Reason:

Man hours:

Job stoppages:

Reason:

Man hours lost:

Drawings  
received

Required by

Information  
received

Required by

Visitors to site:

Telephone calls

to:

from:

Accidents:

Were reports made?

VO or instructions

Plant required

Plant received

Brief Report of work and progress and any difficulties, etc.

Signed

Site manager .....

Contracts manager .....

Top copy to be sent to head office and the duplicate should be retained on-site