

DAILY LOG

DATE	PROJECT / JOB	JOB #	FOREMAN
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CREW ON SITE				
TRADE / COMPANY	MEN	START	END	NOTES

WORK PERFORMED TODAY	Be specific: area, grid line, level, what got done

EXTRA WORK / OUT OF SCOPE	Anything not in the contract: write a ticket, get it signed TODAY

DELAYS AND INTERRUPTIONS	What stopped, for how long, hours lost, who you told and when

DELIVERIES AND SHORTAGES

VISITORS AND INSPECTIONS

PHOTOS TAKEN	Count + what they show, log them

FOREMAN SIGNATURE

DATE