

Construction daily report template: a clear shift handover

Complete in pen or copy the editable text from the online guide. Use extra sheets for additional entries.

Project and shift

Project, date, area, shift times, report reference and preparer.

Work completed

Activity or package, location and observed progress during this shift.

Labour and plant

Crew/trade, recorded person-hours and relevant equipment use; identify the source.

Quantities

Today's quantity, unit and measurement basis; show cumulative totals separately.

Conditions and deliveries

Observed conditions and material deliveries that affected the work.

Blockers

What was unavailable, where, when observed and the affected activity.

Quality and other records

Reference inspections and separate incident or permit records where relevant.

Evidence

Photo IDs, captions, drawing revisions and related record references.

Next shift

Planned work, prerequisites and unresolved decisions for the incoming team.

Actions and review

Action, confirmed owner, requested response time, status and reviewer.

A daily report records the observed position. It does not by itself establish a delay, payment entitlement or acceptance of the work.

Example and review checks

Fictional project and figures, provided to show how the record fits together.

Filled example: one day's cable-tray installation

Project: Harbour Pump Station (fictional)
Report: DSR-014, draft 1 | 17 September 2026, day shift
Area: North plantroom | Cut-off: 16:00

Work: 18 m of cable tray recorded installed on activity CT-120.
Measurement source: supervisor's marked-up length sheet. Inspection status not yet confirmed; no accepted quantity is claimed.
Labour: 4 crew members, 30 person-hours total from the checked shift sheet. Equipment hours not supplied.
Blocker: delivery crates occupied the next planned work area at 14:10. Remaining duration and programme impact have not been assessed.
Evidence: photos P-01 and P-02 show the area and crates; drawing E-204, revision C.
Next shift: confirm availability of the next work area before allocating the crew.
Action: area supervisor to confirm the access arrangement at the next pre-start; owner and timing agreed in handover.
Outstanding: inspection reference and equipment-use entry.

Before you issue

- ☐ Do today's quantities exclude work already counted in earlier reports?
- ☐ Are recorded person-hours distinct from shift duration and headcount?
- ☐ Can another person find the location and evidence for every material blocker?
- ☐ Are estimates, unconfirmed facts and acceptance status labelled clearly?
- ☐ Has the reviewer checked the actions and the intended recipients?

Scope and limits

A daily report records the observed position. It does not by itself establish a delay, payment entitlement or acceptance of the work. Use the project's separate procedures for inspections, permits and incident reporting. Do not wait for the daily report to raise an urgent issue.

Create a daily field report

Capture shift observations, photos and voice notes in the Daily Field Report Analyser, then review the draft. Sign in to issue a reviewed PDF; AI and cloud features have usage limits.

Workflow references (click to open)

[Procure: Create Daily Construction Report Entries](#)

[Procure: Create Note Entries](#)