

Appendix B: Daily Report Log Form

[Sample Form]

DAILY REPORT LOG

Task Order #: _____
Project Name: [Category] _____
Contractor: _____

Daily Report #: _____
Date Submitted: _____
Date of Shift: _____

CREW MEMBER LOG (All names of those present on jobsite on date of shift indicated above, including; PM, Consultant, vendors, deliveries, etc.)

NAME		NAME	
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
Date		Contractor Foreman/Supervisor Signature	

Daily record of work performed, location, work completed, any issues that occurred onsite during the work shift, including but not limited to project milestones, problems, complaints, and safety related issues:

Date		Contractor Foreman/Supervisor Signature	
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This log is to be faxed or scanned and emailed to Consultant daily.
Attach additional sheets as necessary.