

YOUR LOGO

DATE

Site diary

THE CONTEMPORANEOUS RECORD BEHIND EXTENSIONS OF TIME, VARIATIONS AND CLAIMS

PROJECT	SITE MANAGER	WEATHER, MORNING	WEATHER, AFTERNOON
CLIENT OR MAIN CONTRACTOR	PROGRAMME WEEK	TEMPERATURE	HOURS LOST TO WEATHER

Labour on site

Each company, its trade and how many people.

COMPANY	TRADE	PEOPLE

Plant on site

Each item, and whether it was working, standing or broken down.

ITEM	STATUS

Deliveries

What arrived, from whom, and anything short or damaged.

Visitors and inspections

Client, designers, building control, HSE, utilities.

Work done today

By area or activity, so it can be read against the programme.

SITE DIARY CONTINUED

Instructions, delays and the record of the day

Written up before leaving site. The diary is most use when it is dull and complete: a delay or an instruction recorded on the day is hard to argue with later.

Instructions received

Who gave each instruction, how, and its reference. A verbal instruction is confirmed in writing the same day.

Delays and their causes

What was held up, for how long, and why: weather, information, access, other trades, the client.

Health and safety

Observations, near misses, toolbox talks, permits issued.

Photographs

How many were taken and where they are filed.

SIGNED BY THE SITE MANAGER

TIME