Daily construction site diary

Page 1: activity and events | Copy both pages for each working day

Record facts, references and unresolved decisions. Use separate inspection, incident, attendance and contractual records where required. This is not a statutory form.

Project / site reference	Diary reference
Event date	**Author / role**
Entry date and time	**Address / work area**

Conditions and their effect

Record relevant weather or site conditions, the affected activity and what was observed. Do not invent measurements.

People, visitors and plant

Record companies, trades and numbers. Reference separate attendance and equipment records where appropriate.

Work planned and completed

Identify the location, task and references. Distinguish completed work from outstanding or unverified work.

Deliveries, instructions and changes

What arrived or was requested, by whom and when? Record condition, references and whether a change is authorised or awaiting review.

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Page 2: checks, follow-up and handover | Keep with page 1

Project / diary reference	Event date / author

Checks, briefings and issues

Identify the actual check or briefing, person, document version and record reference. State unresolved actions. Avoid a blanket "site safe" verdict.

Delays and actual effects

Record the event, affected activity, known duration and alternative work. Keep assumptions, programme analysis and claims separate.

Follow-up actions

Record action, owner, due date and linked evidence. Use the continuing action log for progress and closure.

Handover and next activity

What is unfinished? Which decisions, checks or conditions need resolving before the next activity?

Corrections and later entries

Record the event date, time added, author, change and reason. Preserve the relevant original information and source.

Companion guide and Excel action log: thesitebook.co.uk/blog/construction-site-diary-template
Keep personal information proportionate and store the record in the agreed company location.