

How to Write a Daily Construction Site Report: A Step-by-Step Template Guide

Every construction project, client, and company may use its own format, but a well-built daily site report always captures the same core information: manpower, equipment, activity progress, safety, materials received, and photographic evidence of work completed. This guide shows you how to write a daily construction site report using a sample Excel template, walking through each section so your report is complete, accurate, and defensible if it is ever referenced later. The example used throughout is the "Construction of Metro Link-Phase 1-TR1 & TR2" template, but the same fields apply to any project.

Prerequisites

Before you start filling in the report, gather the following:

- Access to your project's daily progress report Excel template.
- Daily attendance figures from the site admin or timekeeper (for manpower).
- Equipment quantities from the logistics team.
- HSE data from the safety department, safety engineer, or safety officer.
- Delivery notes and material request (MR) numbers from the store department.
- Updated weather conditions from a mobile weather app or another reliable source.

- Dated photographs of the day's work.

Construction of Metro Link-Phase 1-TR1 & TR2									
CONTRACTOR DAILY REPORT					DATE Thursday, December 2, 2021				
PROJECT: Construction of Metro Link-Phase 1-TR1 & TR2					LOCATION: RIYADH, SAUDI ARABIA				
Weather Report: Sunny					Temperature: Min. °C 24 Max. °C 36				
Main Contractor:					Report No. 101				
CONTRACTOR'S MANPOWER					CONTRACTOR'S EQUIPMENT				
Indirect			Direct			Equipment			
Description	Day	Night	Description	Day	Night	Equipment	Qty		
PROJECT MANAGER	1	0	CIVIL SUPERVISOR	1	0	BOBCAT	2		
MEP MANAGER	1	0	GENERAL FOREMAN	1	0	FORK LIFT 10T	1		
PROJECT COORDINATOR	1	0	FORMWORKER TEAMLEADER	0	0	BACK HOE (JCB)	0		
DOCUMENT CONTROLLER	1	0	CARPENTER FOREMAN	0	0	MOBILE CRANE 50T	0		
	0	0	CIVIL FOREMAN	2	0	TOWER LIGHTS	0		
CIVIL TECHNICAL MANAGER	0	0	ELECTRICAL FOREMAN	5	0	EXCAVATOR	0		
TECHNICAL MANAGER	0	0	MECHANICAL FOREMAN	1	0	CONCRETE MIXER	0		
SENIOR STRUCTURAL ENGINEER	0	0	HVAC FOREMAN	1	0	CONCRETE PUMP	0		
ARCHITECT ENGINEER	1	0	STEELFIXER FOREMAN	0	0	DUMPING TRUCK	0		
STRUCTURAL ENGINEER		0	CARPENTER	7	0	GRADER	0		

Excel report with cursor active over a cell and a thumbs-up graphic, emphasizing careful and accurate data entry

Report header

At the top of the report, enter the identifying details that let anyone recognize the project and the reporting day at a glance:

- Project Name – enter the project name as it appears on your contract (e.g., "Construction of Metro Link-Phase 1-TR1 & TR2").
- Date – enter the current date (e.g., Thursday, December 2, 2021).
- Location – enter the project location (e.g., Riyadh, Saudi Arabia).
- Contract Number – enter it if applicable, or leave blank.
- Main Contractor – enter your company name.
- Report No. – assign a sequential number for tracking (e.g., 101, 102, 103).
- Weather Report – enter the day's condition (e.g., Sunny).

- Temperature – enter the minimum and maximum for the day (e.g., Min. 24°C, Max. 36°C).

Construction of Metro Link-Phase 1-TR1 & TR2											
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Weather Report: Sunny						Temperature: Min. °C 24 Max. °C 36					
Main Contractor:						Report No. 101					
CONTRACTOR'S MANPOWER						CONTRACTOR'S EQUIPMENT					
Indirect			Direct			Equipment					
Description	Day	Night	Description	Day	Night	Equipment	Qty				
PROJECT MANAGER	1		CIVIL SUPERVISOR	1		BOBCAT	2				
MEP MANAGER	1		GENERAL FOREMAN	1		FORK LIFT 10T	1				
PROJECT COORDINATOR	1		FORMWORKER TEAMLEADER	0		BACK HOE (JCB)	0				
DOCUMENT CONTROLLER	1		CARPENTER FOREMAN	0		MOBILE CRANE 50T	0				
	0		CIVIL FOREMAN	2		TOWER LIGHTS	0				
CIVIL TECHNICAL MANAGER	0		ELECTRICAL FOREMAN	5		EXCAVATOR	0				
TECHNICAL MANAGER	0		MECHANICAL FOREMAN	1		CONCRETE MIXER	0				
SENIOR STRUCTURAL ENGINEER	0		HVAC FOREMAN	1		CONCRETE PUMP	0				
ARCHITECT ENGINEER	1		STEELFIXER FOREMAN	0		DUMPING TRUCK	0				
STRUCTURAL ENGINEER			CARPENTER	7		GRADER	0				
MATERIAL ENGINEER			FORMWORKER								

Excel daily progress report template showing the header fields for project name, date, location, weather, temperature, contractor, and report number, plus the manpower and equipment sections below

Weather conditions

Update the weather field daily to reflect actual site conditions (e.g., Sunny, Cloudy, Rainy), and record the day's minimum and maximum temperature obtained from a weather app or another reliable source. The template does not include separate fields for precipitation, wind speed, or work-stoppage notes tied to weather; if your project needs to record these (for example, a crane standing down due to high wind), add a line noting the condition and its impact on work directly under the weather summary.

Workforce count

The manpower section is split into Contractor's Manpower and Subcontractor's Manpower, each further divided into indirect and direct categories, with separate columns for day and night shifts.

- Indirect manpower covers management and engineering roles: Project Manager, MEP Manager, Project Coordinator, Document Controller, Civil Technical Manager, Technical Manager, Senior Structural Engineer, Architect Engineer, Structural Engineer, Material Engineer, and various draughtsmen. These staff may work on site or in the office.

- Direct manpower covers site-based operational roles: Civil Supervisor, General Foreman, Formworker Team Leader, Carpenter Foreman, Civil Foreman, Electrical Foreman, Mechanical Foreman, HVAC Foreman, Steelfixer Foreman, Carpenter, Formworker, Mason, Steel Fixer, Surveyor, Duct Man, Welder, Scaffolder, Survey Helper, Electrician, Plumber, Technician, and Labour.

Source the day and night headcounts from the site admin or timekeeper, who maintains daily attendance records, and enter them in the matching Day and Night columns for each role.

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Weather Report: Sunny					Temperature: Min, °C 24 Max, °C 36				
Main Contractor:					Report No. 101				
CONTRACTOR'S MANPOWER					CONTRACTOR'S EQUIPMENT				
Indirect			Direct						
Description	Day	Night	Description	Day	Night	Equipment	Qty		
PROJECT MANAGER	1	0	CIVIL SUPERVISOR	1	0	BOBCAT	2		
MEP MANAGER	1	0	GENERAL FOREMAN	1	0	FORK LIFT 10T	1		
PROJECT COORDINATOR	1	0	FORMWORKER TEAMLEADER	0	0	BACK HOE (JCB)	0		
DOCUMENT CONTROLLER	1	0	CARPENTER FOREMAN	0	0	MOBILE CRANE 50T	0		
	0	0	CIVIL FOREMAN	2	0	TOWER LIGHTS	0		
CIVIL TECHNICAL MANAGER	0	0	ELECTRICAL FOREMAN	5	0	EXCAVATOR	0		
TECHNICAL MANAGER	0	0	MECHANICAL FOREMAN	1	0	CONCRETE MIXER	0		
SENIOR STRUCTURAL ENGINEER	0	0	HVAC FOREMAN	1	0	CONCRETE PUMP	0		
ARCHITECT ENGINEER	1	0	STEELFIXER FOREMAN	0	0	DUMPING TRUCK	0		
STRUCTURAL ENGINEER	0	0	CARPENTER	7	0	GRADER	0		

Excel template detailing indirect and direct manpower categories alongside the equipment list, with example entries for each

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CONTRACTOR'S MANPOWER					CONTRACTOR'S EQUIPMENT				
Indirect			Direct						
Description	Day	Night	Description	Day	Night	Equipment	Qty		
PROJECT MANAGER	1	0	CIVIL SUPERVISOR	1	0	BOBCAT	2		
MEP MANAGER	1	0	GENERAL FOREMAN	1	0	FORK LIFT 10T	1		
PROJECT COORDINATOR	1	0	FORMWORKER TEAMLEADER	0	0	BACK HOE (JCB)	0		
DOCUMENT CONTROLLER	1	0	CARPENTER FOREMAN	0	0	MOBILE CRANE 50T	0		
	0	0	CIVIL FOREMAN	2	0	TOWER LIGHTS	0		
CIVIL TECHNICAL MANAGER	0	0	ELECTRICAL FOREMAN	5	0	EXCAVATOR	0		
TECHNICAL MANAGER	0	0	MECHANICAL FOREMAN	1	0	CONCRETE MIXER	0		
SENIOR STRUCTURAL ENGINEER	0	0	HVAC FOREMAN	1	0	CONCRETE PUMP	0		
ARCHITECT ENGINEER	1	0	STEELFIXER FOREMAN	0	0	DUMPING TRUCK	0		
STRUCTURAL ENGINEER	0	0	CARPENTER	7	0	GRADER	0		
MATERIAL ENGINEER	0	0	FORMWORKER	0	0		0		
ARCHITECTURAL DRAUGHTSMAN	1	0	MASON	6	0	AIR COMPRESSOR	4		
STRUCTURAL DRAUGHTSMAN	0	0	STEEL FIXER	12	0	BAR BENDING MACHINE	0		
MECHANICAL DRAUGHTSMAN	1	0	SURVEYOR	1	0	CUTTING MACHINE	0		
ELECTRICAL DRAUGHTSMAN	0	0	Duct man	3	0		0		
	0	0	WELDER	2	0	JACK HAMMER	4		
PROJECT CONTROL MANAGER	0	0	SCAFFOLDER	0	0	CONCRETE VIBRATOR	0		

Excel template with manpower rows filled in for day and night shifts across indirect and direct roles, cursor visible

Example entries: "1" for Project Manager (Day), "0" for Project Manager (Night), "6" for Mason (Day), "0" for Mason (Night).

If subcontractors are working on site, enter their indirect and direct manpower for day and night shifts in the Subcontractor's Manpower section using the same method. Leave these fields blank if no subcontractor data is available for that day.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
25	PROJECT CONTROL MANAGER		0	0	SCAFFOLDER		0	0	CONCRETE VIBRATOR					0
26	PLANNING ENGINEER		1	0	Surveyor helper		1	0	FLOATERS (HELICOPTER)					0
27	SENIOR COST CONTROL ENGINEER		0	0	ELECTRICIAN		9	0						0
28	QS HEAD		0	0	PLUMBER		1	0	MICE Vehicle					1
29	QS Engineer		1	0	AC TECHNICIAN		0	0	DYNA					3
30	MECHANICAL QS		0	0	Gaurds		4	2	PICKUP					1
31	ELECTRICAL QS		0	0	LABOUR		5	0	SUV					0
32			0	0	BOBCAT OPERATOR		1	0	WATER TANKER					0
33	CONSTRUCTION MANAGER		1	0	FORKLIFT OPERATOR		1	0	Bus					1
34	SENIOR CIVIL ENGINEER		0	0	TOWER CRANE OPERATOR		0	0						
35	CIVIL ENGINEER		2	0	GENERATOR OPERATOR		0	0						
36	MECHANICAL ENGINEER		3	0	Drivers		2							
37	ELECTRICAL ENGINEER		3	0	Pipe fitters		6							
38	LIFTING SUPERVISOR		0	0	Welding foreman		1							
39	Civil Craftsman		0	0	Fire Alarm foreman		2							
40	QA/QC MANAGER		0	0										
41	CIVIL QC		0	0										
42	MECHANICAL QC		1	0										
43	ELECTRICAL QC		1	0										
44	DOCUMENT CONTROLLER		0	0										
45			0	0										
46	MECHANICAL PROCUREMENT ENGINEER		0	0										
47			0	0										
48	HSE MANAGER		0	0										
49	HSE SUPERVISOR		0	0										

Excel sheet transitioning from the main contractor's manpower and equipment totals into the subcontractor's manpower and equipment sections, with subtotals and open fields ready for entry

Example: a subcontractor with 15 direct manpower during the day and 0 at night is entered accordingly.

Below the manpower tables, the Project Man-Hours Summary calculates indirect and direct man-hours for the previous day, the current day, and the running total. Do not enter data manually here; it populates automatically from the Excel formulas linked to the manpower figures above. Review it to confirm the totals look correct. The Contact List section next to it holds the names and phone numbers of subcontractor representatives, where available.

The screenshot shows an Excel spreadsheet with the following sections:

- Manpower Table (Rows 67-75):** Lists roles and their hours.

Role	Day	Night
IT TECHNICIAN	0	0
LOGISTICS OFFICER	0	0
LOGISTICS MANAGER	0	0
STORE SUPERVISOR	0	0
STORE KEEPER	1	0
PURCHASER	1	0
Subtotal	26	0
- Subcontractor's Manpower Table (Rows 76-83):**

Indirect			Direct		
Description	Day	Night	Description	Day	Night
				15	0
Subtotal	0	0	Subtotal	15	0
Total Indirect	26	0	Total Direct	90	2
- Subcontractor's Equipment Table (Rows 76-83):**

Equipment	Qty
Subtotal	-
Total Equipment	17
- Project Man-Hours Summary (Row 84):**

Type	Previous Day	Current Day	Total: up to date
1 Indirect	8.00	40.00	48.00
- Contact List (Row 85):**

Name	Phone Number

Excel sheet showing the automatically calculated Project Man-Hours Summary next to the Contact List section

A workforce table for a given day would read, for example:

Trade/Role	Category	Contractor	Day	Night
Project Manager	Indirect	Main Contractor	1	0
Mason	Direct	Main Contractor	6	0
Direct manpower (example)	Direct	Subcontractor	15	0

The template tracks headcount by day and night shift rather than hours worked per person or area/zone; total man-hours are derived automatically in the Project Man-Hours Summary rather than entered per trade.

Equipment on-site

The Contractor's Equipment section lists every piece of equipment used on site alongside the quantity in use. Typical entries include Bobcat, Fork Lift 10T, Back Hoe (JCB), Mobile Crane 50T, Tower Lights, Excavator, Concrete Mixer, Concrete Pump, Dumping Truck, Grader, Air Compressor, Bar Bending Machine, Cutting Machine, Jack Hammer, Concrete Vibrator, Floaters (Helicopter), HICE Vehicle, Dyna, Pickup, and SUV. Source the quantities from the logistics team, who manage site equipment records.

Indirect			Direct			Equipment	Qty
Description	Day	Night	Description	Day	Night		
PROJECT MANAGER	1	0	CIVIL SUPERVISOR	1	0	BOBCAT	2
MEP MANAGER	1	0	GENERAL FOREMAN	1	0	FORK LIFT 10T	1
PROJECT COORDINATOR	1	0	FORMWORKER TEAMLEADER	0	0	BACK HOE (JCB)	0
DOCUMENT CONTROLLER	0	0	CARPENTER FOREMAN	0	0	MOBILE CRANE 50T	0
	0	0	CIVIL FOREMAN	2	0	TOWER LIGHTS	0
CIVIL TECHNICAL MANAGER	0	0	ELECTRICAL FOREMAN	5	0	EXCAVATOR	0
TECHNICAL MANAGER	0	0	MECHANICAL FOREMAN	1	0	CONCRETE MIXER	0
SENIOR STRUCTURAL ENGINEER	0	0	HVAC FOREMAN	1	0	CONCRETE PUMP	0
ARCHITECT ENGINEER	1	0	STEELFIXER FOREMAN	0	0	DUMPING TRUCK	0
STRUCTURAL ENGINEER		0	CARPENTER	7	0	GRADER	0
MATERIAL ENGINEER	0	0	FORMWORKER	0	0		0
ARCHITECTURAL DRAUGHTSMAN	1	0	MASON	6	0	AIR COMPRESSOR	4
STRUCTURAL DRAUGHTSMAN	0	0	STEEL FIXER	12	0	BAR BENDING MACHINE	0
MECHANICAL DRAUGHTSMAN	1	0	SURVEYOR	1	0	CUTTING MACHINE	0
ELECTRICAL DRAUGHTSMAN	0	0	Duct man	3	0		0
	0	0	WELDER	2	0	JACK HAMMER	4
PROJECT CONTROL MANAGER	0	0	SCAFFOLDER	0	0	CONCRETE VIBRATOR	0
PLANNING ENGINEER	1	0	Surveyor helper	1	0	FLOATERS (HELICOPTER)	0
SENIOR COST CONTROL ENGINEER	0	0	ELECTRICIAN	9	0		0
QS HEAD	0	0	PLUMBER	1	0	HICE Vehicle	1
QS Engineer	1	0	AC TECHNICIAN	0	0	DYNA	3
MECHANICAL QS	0	0	Guards	4	2	PICKUP	1
ELECTRICAL QS	0	0	ARCHITECT	5	0	SUV	0

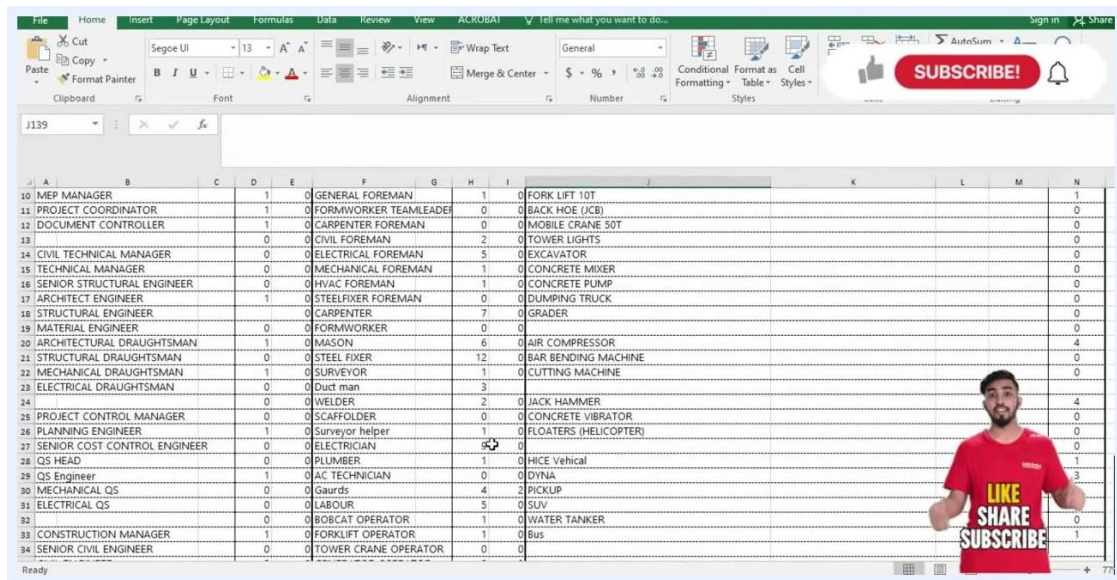
Excel template with the equipment list filled in: Bobcat = 2, Fork Lift 10T = 1, Air Compressor = 4, cursor visible in the equipment section

A sample equipment table:

Equipment	Quantity
Bobcat	2
Fork Lift 10T	1
Air Compressor	4

If a subcontractor is using its own machinery, list it and its quantity in the Subcontractor's Equipment section following the same method. The template records quantity on site rather than operating status, assigned operator, or hours run for each unit; if your project needs that level of detail, add columns for status (working/idle/maintenance), operator, and hours worked next to the quantity field.

After entering manpower and equipment for the day, return to the Contractor's Manpower and Contractor's Equipment sections to double-check that every role and equipment type reflects actual site conditions before moving on.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
10	MEP MANAGER		1	0	GENERAL FOREMAN		1	0	FORK LIFT 10T					1
11	PROJECT COORDINATOR		1	0	FORMWORKER TEAMLEADER		0	0	BACK HOE (JCB)					0
12	DOCUMENT CONTROLLER		1	0	CARPENTER FOREMAN		0	0	MOBILE CRANE 50T					0
13			0	0	CIVIL FOREMAN		2	0	TOWER LIGHTS					0
14	CIVIL TECHNICAL MANAGER		0	0	ELECTRICAL FOREMAN		5	0	EXCAVATOR					0
15	TECHNICAL MANAGER		0	0	MECHANICAL FOREMAN		1	0	CONCRETE MIXER					0
16	SENIOR STRUCTURAL ENGINEER		0	0	HVAC FOREMAN		1	0	CONCRETE PUMP					0
17	ARCHITECT ENGINEER		1	0	STEELFIXER FOREMAN		0	0	DUMPING TRUCK					0
18	STRUCTURAL ENGINEER			0	CARPENTER		7	0	GRADER					0
19	MATERIAL ENGINEER		0	0	FORMWORKER		0	0						0
20	ARCHITECTURAL DRAUGHTSMAN		1	0	MASON		6	0	AIR COMPRESSOR					4
21	STRUCTURAL DRAUGHTSMAN		0	0	STEEL FIXER		12	0	BAR BENDING MACHINE					0
22	MECHANICAL DRAUGHTSMAN		1	0	SURVEYOR		1	0	CUTTING MACHINE					0
23	ELECTRICAL DRAUGHTSMAN		0	0	Duct man		3							0
24			0	0	WELDER		2	0	JACK HAMMER					4
25	PROJECT CONTROL MANAGER		0	0	SCAFFOLDER		0	0	CONCRETE VIBRATOR					0
26	PLANNING ENGINEER		1	0	Surveyor helper		1	0	FLOATERS (HELICOPTER)					0
27	SENIOR COST CONTROL ENGINEER		0	0	ELECTRICIAN		0	0						0
28	QS HEAD		0	0	PLUMBER		1	0	MICE Vehicle					1
29	QS Engineer		1	0	AC TECHNICIAN		0	0	DYNA					3
30	MECHANICAL QS		0	0	Guards		4	2	PICKUP					0
31	ELECTRICAL QS		0	0	LABOUR		5	0	SUV					0
32			0	0	BOBCAT OPERATOR		1	0	WATER TANKER					0
33	CONSTRUCTION MANAGER		1	0	FORKLIFT OPERATOR		1	0	Bus					1
34	SENIOR CIVIL ENGINEER		0	0	TOWER CRANE OPERATOR		0	0						0

Excel sheet showing the Contractor's Manpower and Contractor's Equipment sections together, with columns for description, day/night shift, equipment type, and quantity

Work completed today

The Details of Daily Work Activities section, usually marked with a green header, is where the site engineer documents progress. It is organized into the following columns:

- No. – activity number, left blank or numbered sequentially.
- Building Name / BOQ Items in Progress – the building or Bill of Quantities (BOQ) item being worked on.
- On-going Activities – the specific tasks underway.
- Actual Qnty in BOQ – the total quantity for that activity per the BOQ.
- Today Qnty / % complete – the quantity or percentage completed today.
- Remaining Qnty / % – the quantity or percentage left to complete.

- To date Qty / % Complete – the cumulative quantity or percentage completed so far.

No.	Description of Activities	Progress Quantities (%)	Actual Qty in BOQ	Today Qty/ % complete	Remaining Qty%	To date Qty/ % Complete
	Building Name / BOQ Items in Progress	On-going Activities				
	Refurbishment of T1 And T2					
	Curing of stiffener columns		100			
	Scaffolding erection at T1				Inprogress	
	Soil removal from RCC wall at T1					
	Floors generally		840m	0		496.9m
	Curbs demolition					
	Safety comments closed			100	Done	100
	Soil compaction BA-48 to BA64 inspection				Done	

Excel sheet showing the Details of Daily Work Activities section, with example entries for refurbishment, curing, scaffolding, soil removal, curbs demolition, safety comments, and soil compaction

Enter the building name or BOQ item first, for example "Refurbishment of T1 And T2."

No.	Description of Activities	Progress Quantities (%)	Actual Qty in BOQ	Today Qty/ % complete	Remaining Qty%	To date Qty/ % Complete
	Building Name / BOQ Items in Progress	On-going Activities				
	Refurbishment of T1 And T2					
	Curing of stiffener columns		100			
	Scaffolding erection at T1				Inprogress	
	Soil removal from RCC wall at T1					
	Floors generally		840m	0		496.9m
	Curbs demolition					
	Safety comments closed			100	Done	100
	Soil compaction BA-48 to BA64 inspection				Done	
	Wastage of demolished materials removing from site					
	Demolished and cart away driver facility				Done	
	Floors generally			3.12m2		292.72m2
	Asphalt demolition					

Excel sheet showing "Description of Activities" and "Building Name / BOQ Items in Progress" with the example entry "Refurbishment of T1 And T2"

List each specific task underway beneath it, such as:

- Curing of stiffener columns
- Scaffolding erection at T1
- Soil removal from RCC wall at T1

No.	Description of Activities	Progress Quantities (%)	Actual Qty in BOQ	Today Qty/ % complete	Remaining Qty%	To date Qty/ % Complete
	Refurbishment of T1 And T2					
	Curing of stiffener columns		100			
	Scaffolding erection at T1				Inprogress	
	Soil removal from RCC wall at T1					
	Floors generally		840m	0		496.9m
	Safety comments closed			100	Done	100
	Soil compaction BA-48 to BA64 inspection				Done	
	Wastage of demolished materials removing from site					
	Demolished and cart away driver facility				Done	
	Floors generally			3.12m2		292.72m2

Excel sheet listing specific ongoing activities under "Refurbishment of T1 And T2"

For a measurable activity like curing of stiffener columns, enter the BOQ value, today's completed quantity, the remaining quantity, and the cumulative to-date quantity. For example: Actual Qty in BOQ = 100, Today Qty = 10, Remaining Qty = 50, To date Qty = 50.

Activities	Progress Quantities (%)	Actual Qty in BOQ	Today Qty/ % complete	Remaining Qty%	To date Qty/ % Complete
Refurbishment of T1 And T2					
Curing of stiffener columns		100	10	50	50
Scaffolding erection at T1				Inprogress	
Soil removal from RCC wall at T1					
Floors generally		840m	0		496.9m
Safety comments closed			100	Done	100
Soil compaction BA-48 to BA64 inspection				Done	
Wastage of demolished materials removing from site					
Demolished and cart away driver facility				Done	
Floors generally			3.12m2		292.72m2

Excel sheet with the columns filled in for "Curing of stiffener columns": Actual Qty in BOQ = 100, Today Qty = 10, Remaining Qty = 50, To date Qty = 50

Each day, add today's completed quantity to the previous cumulative total to update the to-date figure, then subtract the cumulative total from the BOQ quantity to calculate what remains. For example, if the total BOQ quantity is 100 and the cumulative completed quantity is 50, the remaining quantity is 50.

DETAILS OF DAILY WORK ACTIVITIES					
Activities	Progress Quantities (%)	Actual Qty in BOQ	Today Qty/ % complete	Remaining Qty/ %	To date Qty/ % Complete
Items in Progress	On-going Activities				
of T1 And T2					
	Curing of stiffener columns	100	10	50	50
	Scaffolding erection at T1			inprogress	
	Soil removal from RCC wall at T1				
erally	Curbs demolition	840m	0		496.9m
	Safety comments closed		100	Done	100
	Soil compaction BA-48 to BA64 inspection			Done	
	Wastage of demolished materials removing from site				
way driver facility				Done	
erally	Asphalt demolition		3.12m2		292.72m2
	Lean Concrete pouring BA-48 to BA64				
erally	Demolition of Pavement	4820 m2	0		823.54m2

Excel sheet showing the remaining-quantity calculation: Actual Qty in BOQ = 100, To date Qty = 50, Remaining Qty = 50

For activities that are not part of the BOQ, such as "Wastage of demolished materials removing from site," leave the Actual Qnty in BOQ, Today Qnty, and Remaining Qnty columns blank, and optionally mark the To date Qnty / % Complete column as "Done" or "In progress."

Activities	Progress Quantities (%)	Actual Qnty in BOQ	Today Qnty/ % complete	Remaining Qty/ %	To date Qnty/ % Complete
On-going Activities					
Curing of stiffener columns		100	10	50	50
Scaffolding erection at T1				Inprogress	
Soil removal from RCC wall at T1					
Curbs demolition		840m	0		496.9m
Safety comments closed			100	Done	100
Soil compaction BA-48 to BA64 inspection				Done	
Wastage of demolished materials removing from site					
Asphalt demolition			3.12m2		292.72m2
Lean Concrete pouring BA-48 to BA64					
Demolition of Pavement		4820 m2	0		823.54m2

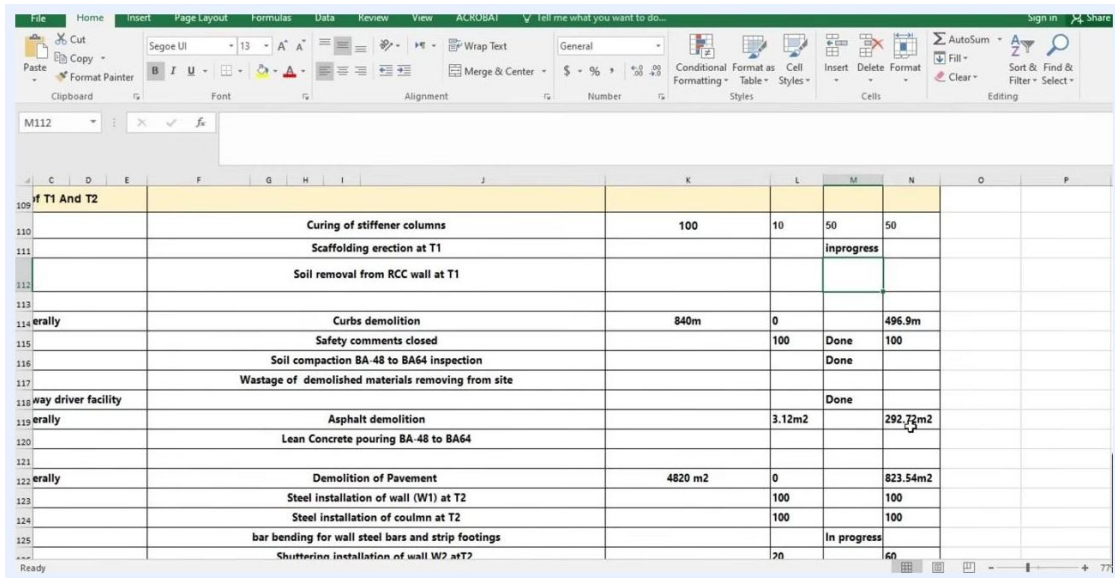
Excel sheet showing the non-BOQ activity "Wastage of demolished materials removing from site" with blank quantity columns

For ongoing non-BOQ activities, mark "In progress" in the Remaining Qty or To date Qnty column to indicate continuous work that is not measured against a fixed BOQ quantity.

Activities	Progress Quantities (%)	Actual Qnty in BOQ	Today Qnty/ % complete	Remaining Qty/ %	To date Qnty/ % Complete
Curing of stiffener columns		100	10	50	50
Scaffolding erection at T1				Inprogress	
Soil removal from RCC wall at T1					
Curbs demolition		840m	0		496.9m
Safety comments closed			100	Done	100
Soil compaction BA-48 to BA64 inspection				Done	
Wastage of demolished materials removing from site					
Asphalt demolition			3.12m2		292.72m2
Lean Concrete pouring BA-48 to BA64					
Demolition of Pavement		4820 m2	0		823.54m2
Steel installation of wall (W1) at T2			100		100
Steel installation of column at T2			100		100
bar bending for wall steel bars and strip footings				In progress	
Shuttering installation of wall W2 at T2			20		60

Excel sheet showing an "In progress" status entered for a non-BOQ activity

For demolition or spot activities, record the exact number or area completed. If the activity is not in the BOQ, subtract the completed quantity from the total where applicable, and mark completed items as "Done."

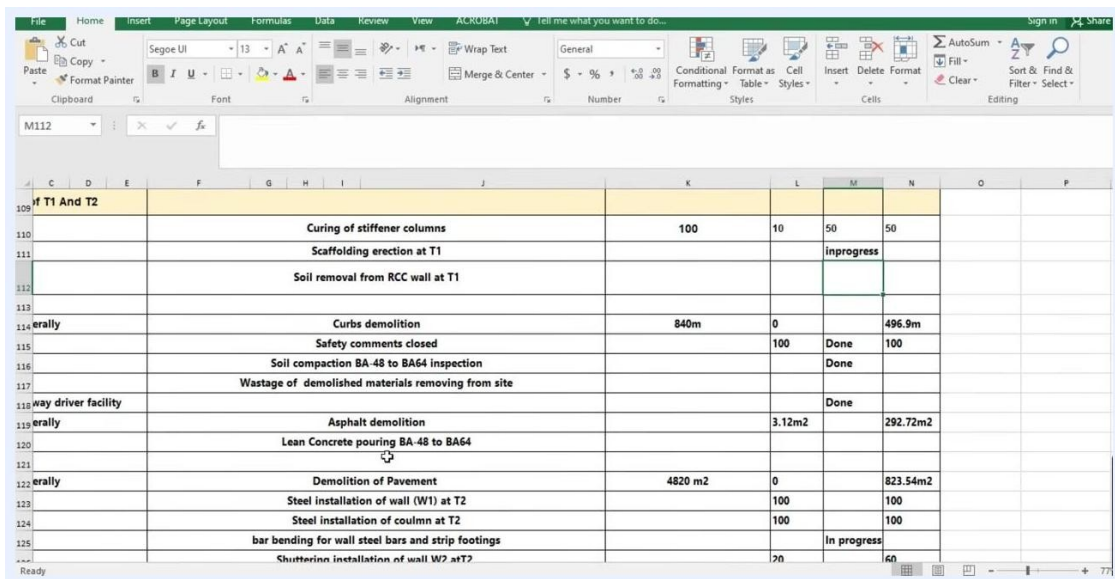


This screenshot shows an Excel spreadsheet with a list of demolition activities. The columns represent different metrics: Activity, Quantity, Today Qty, % complete, and Status. The status column contains values like 'inprogress', 'Done', and 'In progress'.

Activity	Quantity	Today Qty	% complete	Status
Curing of stiffener columns	100	10	50	50
Scaffolding erection at T1				inprogress
Soil removal from RCC wall at T1				
Curbs demolition	840m	0		496.9m
Safety comments closed		100	Done	100
Soil compaction BA-48 to BA64 inspection			Done	
Wastage of demolished materials removing from site			Done	
Asphalt demolition		3.12m2		292.72m2
Lean Concrete pouring BA-48 to BA64				
Demolition of Pavement	4820 m2	0		823.54m2
Steel installation of wall (W1) at T2		100		100
Steel installation of column at T2		100		100
bar bending for wall steel bars and strip footings				In progress
Shuttering installation of wall W2 at T2		70		60

Excel sheet showing demolition activities with quantities entered and a "Done" status

If no work was performed on a given activity that day, leave the Today Qnty / % complete column blank rather than entering a zero or placeholder.



This screenshot shows the same Excel spreadsheet as above, but with the 'Today Qty' and '% complete' columns blank for activities where no work was performed that day. The status column still shows 'inprogress' for some activities.

Activity	Quantity	Today Qty	% complete	Status
Curing of stiffener columns	100			50
Scaffolding erection at T1				inprogress
Soil removal from RCC wall at T1				
Curbs demolition	840m	0		496.9m
Safety comments closed		100	Done	100
Soil compaction BA-48 to BA64 inspection			Done	
Wastage of demolished materials removing from site			Done	
Asphalt demolition		3.12m2		292.72m2
Lean Concrete pouring BA-48 to BA64				
Demolition of Pavement	4820 m2	0		823.54m2
Steel installation of wall (W1) at T2		100		100
Steel installation of column at T2		100		100
bar bending for wall steel bars and strip footings				In progress
Shuttering installation of wall W2 at T2		70		60

Excel sheet showing a blank "Today Qnty/% complete" column for an activity with no progress that day

For quantifiable activities like excavation, enter today's completed volume (e.g., 16.4 m³) and update the cumulative total (e.g., 300.66 m³ to date).

Activity	Today's Completed Volume	Cumulative Total
Asphalt demolition	3.12m2	292.72m2
Lean Concrete pouring BA-48 to BA64		
Demolition of Pavement	4820 m2	823.54m2
Steel installation of wall (W1) at T2	100	100
Steel installation of column at T2	100	100
bar bending for wall steel bars and strip footings	In progress	
Shuttering installation of wall W2 at T2	20	60
Blocks delivered on site	In progress	
Block masonry works L1 and L2 at grid AL-40 to AL-64	0%	20%
Stippner column at grid AL-40 to AL-64 curing done	20 nos	20nos
Bar bending start for stippner column	In progress	
Excavation of sump pits and trenches	16.4m3	300.66m3

Excel sheet showing daily and cumulative excavation quantities entered

Continue this process for every activity on the sheet, keeping the Actual Qnty in BOQ, Today Qnty, Remaining Qnty, and To date Qnty columns current for each row.

Activity	Today's Completed Volume	Cumulative Total	Remaining Qnty
Asphalt demolition	3.12m2	292.72m2	
Lean Concrete pouring BA-48 to BA64			
Demolition of Pavement	4820 m2	823.54m2	
Steel installation of wall (W1) at T2	100	100	
Steel installation of column at T2	100	100	
bar bending for wall steel bars and strip footings	In progress		
Shuttering installation of wall W2 at T2	20	60	
Blocks delivered on site	In progress		
Block masonry works L1 and L2 at grid AL-40 to AL-64	0%	20%	
Stippner column at grid AL-40 to AL-64 curing done	20 nos	20nos	
Bar bending start for stippner column	In progress		
Excavation of sump pits and trenches	16.4m3	300.66m3	

Excel sheet with multiple activities and their progress columns filled in

Clearly label each activity block with its building name or BOQ item at the top, for example "Refurbishment of T1 And T2" under Building Name / BOQ Items in Progress.

DETAILS OF DAILY WORK ACTIVITIES						
No.	Description of Activities	Progress Quantities (%)	Actual Qnty in BOQ	Today Qnty/ % complete	Remaining Qnty%	To date Qnty/ % Complete
	Building Name / BOQ Items in Progress	On-going Activities				
109	Refurbishment of T1 And T2					
110		Curing of stiffener columns	100	10	50	50
111		Scaffolding erection at T1			In progress	
112		Soil removal from RCC wall at T1				
113						
114	Floors generally	Curbs demolition	840m	0		496.9m
115		Safety comments closed		100	Done	100
116		Soil compaction BA-48 to BA64 inspection			Done	
117		Wastage of demolished materials removing from site				
118	Demolished and cart away driver facility				Done	
119	Floors generally	Asphalt demolition		3.12m2		292.72m2

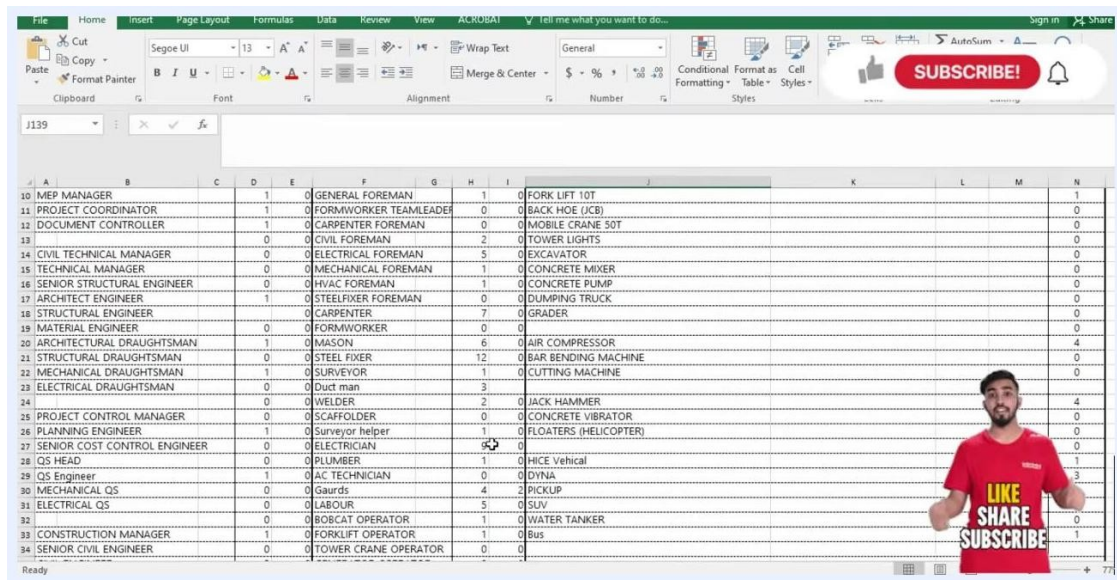
Excel sheet showing "Refurbishment of T1 And T2" entered as the building name/BOQ item in progress

Additional example entries, such as curbs demolition, might read: Actual Qnty in BOQ = 840m, Today Qnty = 0, Remaining Qty = 496.9m, marked "Done" once fully complete, with To date Qnty / % Complete = 100.

115		Safety comments closed		100	Done	100
116		Soil compaction BA-48 to BA64 inspection			Done	
117		Wastage of demolished materials removing from site				
118	Demolished and cart away driver facility				Done	
119	Floors generally	Asphalt demolition		3.12m2		292.72m2
120		Lean Concrete pouring BA 48 to BA64				
121						
122	Floors generally	Demolition of Pavement	4820 m2	0		823.54m2
123		Steel installation of wall (W1) at T2		100		100
124		Steel installation of column at T2		100		100
125		bar bending for wall steel bars and strip footings			In progress	
126		Shuttering installation of wall W2 at T2		20		60
127		Blocks delivered on site			In progress	
128		Block masonry works L1 and L2 at grid AL 40 to AL 64		0%		20%
129		Stippner column at grid AL 40 to AL 64 curing done		20 nos		20nos
130		Bar bending start for stippner column			In progress	
131	Excavation	Excavation of sump pits and trenches		16.4m3		300.66m3
132						
133	Material Delivery to site					

Excel sheet showing ongoing activities, BOQ quantities, and progress columns filled in across several site activities

Reference your project's BOQ document for the correct BOQ reference number for each activity, and enter a serial number and building name alongside it for tracking. Update every activity daily rather than carrying over old figures.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
10	MEP MANAGER		1	0	GENERAL FOREMAN		1	0	FORK LIFT 10T					1
11	PROJECT COORDINATOR		1	0	FORMWORKER TEAMLEADER		0	0	BACK HOE (JCB)					0
12	DOCUMENT CONTROLLER		1	0	CARPENTER FOREMAN		0	0	MOBILE CRANE 50T					0
13			0	0	CIVIL FOREMAN		2	0	TOWER LIGHTS					0
14	CIVIL TECHNICAL MANAGER		0	0	ELECTRICAL FOREMAN		5	0	EXCAVATOR					0
15	TECHNICAL MANAGER		0	0	MECHANICAL FOREMAN		1	0	CONCRETE MIXER					0
16	SENIOR STRUCTURAL ENGINEER		0	0	HVAC FOREMAN		1	0	CONCRETE PUMP					0
17	ARCHITECT ENGINEER		1	0	STEELFIXER FOREMAN		0	0	DUMPING TRUCK					0
18	STRUCTURAL ENGINEER		0	0	CARPENTER		7	0	GRADER					0
19	MATERIAL ENGINEER		0	0	FORMWORKER		0	0						0
20	ARCHITECTURAL DRAUGHTSMAN		1	0	MASON		6	0	AIR COMPRESSOR					4
21	STRUCTURAL DRAUGHTSMAN		0	0	STEEL FIXER		12	0	BAR BENDING MACHINE					0
22	MECHANICAL DRAUGHTSMAN		1	0	SURVEYOR		1	0	CUTTING MACHINE					0
23	ELECTRICAL DRAUGHTSMAN		0	0	Duct man		3							0
24			0	0	WELDER		2	0	JACK HAMMER					4
25	PROJECT CONTROL MANAGER		0	0	SCAFFOLDER		0	0	CONCRETE VIBRATOR					0
26	PLANNING ENGINEER		1	0	Surveyor helper		1	0	FLOATERS (HELICOPTER)					0
27	SENIOR COST CONTROL ENGINEER		0	0	ELECTRICIAN		0	0						0
28	QS HEAD		0	0	PLUMBER		1	0	MICE Vehicle					1
29	QS Engineer		1	0	AC TECHNICIAN		0	0	DYNA					3
30	MECHANICAL QS		0	0	Guards		4	2	PICKUP					0
31	ELECTRICAL QS		0	0	LABOUR		5	0	SUV					0
32			0	0	BOBCAT OPERATOR		1	0	WATER TANKER					0
33	CONSTRUCTION MANAGER		1	0	FORKLIFT OPERATOR		1	0	Bus					1
34	SENIOR CIVIL ENGINEER		0	0	TOWER CRANE OPERATOR		0	0						0

Excel sheet showing the Details of Daily Work Activities section with serial number, building name, BOQ item, quantity columns, and status, plus the work progress photos section beneath it

Materials received

Scroll to the Material Delivery to site section to log incoming materials. For each item, fill in:

- Description – e.g., Cement, Steel bars, Blocks.
- Unit – e.g., Tons, nos, sheet, roll.
- Quantity ordered – the total amount ordered for the project.
- Quantity received before – the cumulative amount received prior to today.
- Quantity received today – the amount delivered on the current day.
- Cumulative quantity – the total received to date.
- Remaining quantity – the amount still to be delivered.

Source delivery notes, the FIO number, and the material request from the store department to keep this section accurate.

	Description	Unit	Qty ordered	Qty received before	Qty today	Cum. Qty	Rem. Qty
115	Safety comments closed		100	Done	100		
116	Soil compaction BA-48 to BA64 inspection			Done			
117	Wastage of demolished materials removing from site						
118	Demolished and cart away driver facility			Done			
119	Floors generally		3.12m2			292.72m2	
120	Lean Concrete pouring BA 48 to BA64						
121	Floors generally		4820 m2	0		823.54m2	
122	Demolition of Pavement			100		100	
123	Steel installation of wall (W1) at T2			100		100	
124	Steel installation of goulmn at T2						
125	bar bending for wall steel bars and strip footings				In progress		
126	Shuttering installation of wall W2 atT2		20		60		
127	Blocks delivered on site				In progress		
128	Block masonry works L1 and L2 at grid AL 40 to AL 64		0%		20%		
129	Stippner column at grid AL 40 to AL 64 curing done		20 nos		20nos		
130	Bar bending start for stippner column				In progress		
131	Excavation		16.4m3		300.66m3		
132	Excavation of sump pits and trenches						
133	Material Delivery to site						

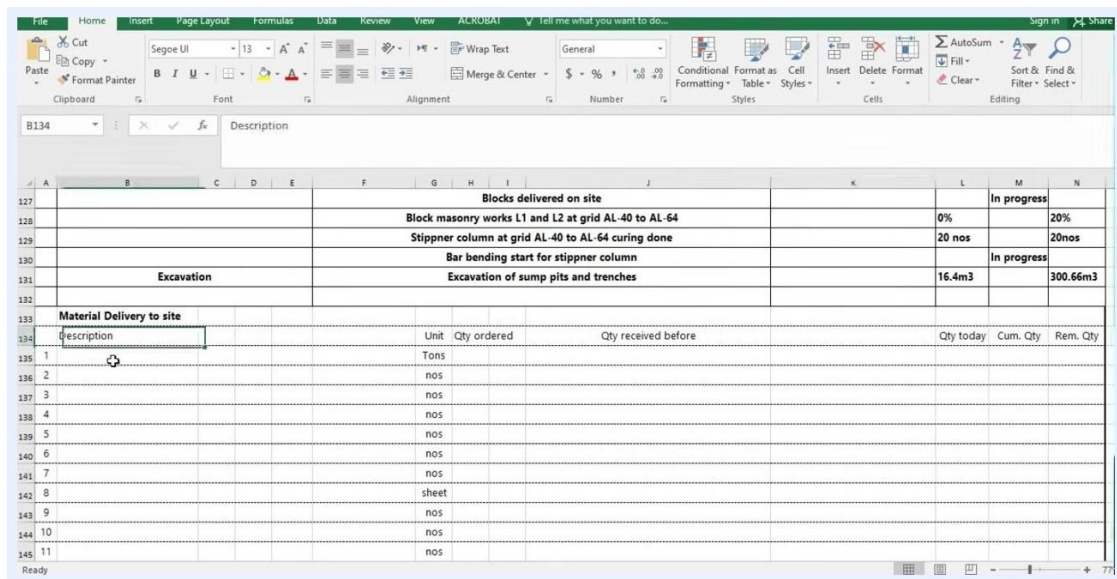
Excel sheet showing the "Material Delivery to site" section with columns for description, unit, quantity ordered, received, and remaining

	Description	Unit	Qty ordered	Qty received before	Qty today	Cum. Qty	Rem. Qty
127	Blocks delivered on site				In progress		
128	Block masonry works L1 and L2 at grid AL 40 to AL 64		0%		20%		
129	Stippner column at grid AL 40 to AL 64 curing done		20 nos		20nos		
130	Bar bending start for stippner column				In progress		
131	Excavation		16.4m3		300.66m3		
132	Excavation of sump pits and trenches						
133	Material Delivery to site						
134	Description	Unit	Qty ordered	Qty received before	Qty today	Cum. Qty	Rem. Qty
135	1	Tons					
136	2	nos					
137	3	nos					
138	4	nos					
139	5	nos					
140	6	nos					
141	7	nos					
142	8	sheet					
143	9	nos					
144	10	nos					
145	11	nos					

Excel sheet with the "Material Delivery to site" section open and ready to be completed using store department records

Work progress photos

Scroll to the Work Progress Photos section at the bottom of the sheet and insert clear, dated photographs of the day's work. Cover a range of activities and locations, such as workers performing tasks (sweeping, demolition, inspection), groups of workers in safety gear, machinery in operation, and before/after shots of completed areas. Update this section regularly to keep a visual record of daily progress.



	Description	Unit	Qty ordered	Qty received before	Qty today	Cum. Qty	Rem. Qty
127							
128	Blocks delivered on site						In progress
129	Block masonry works L1 and L2 at grid AL-40 to AL-64				0%		20%
130	Stippner column at grid AL-40 to AL-64 curing done				20 nos		20nos
131	Bar bending start for stippner column						In progress
132	Excavation				16.4m3		300.66m3
133	Excavation of sump pits and trenches						
134	Material Delivery to site						
135	Description						
136	1	Tons					
137	2	nos					
138	3	nos					
139	4	nos					
140	5	nos					
141	6	nos					
142	7	nos					
143	8	sheet					
144	9	nos					
145	10	nos					
146	11	nos					

Excel sheet showing the "Work Progress Photos" section with multiple images of site activities, workers, and machinery

Work planned tomorrow

The source material for this guide does not show a dedicated field for next-day planning. In your report, this section should briefly describe the activities scheduled for the following day, along with any permits or material deliveries required to carry them out.

Safety observations

Obtain HSE data from the safety department, safety engineer, or safety officer, and enter it in the HSE Summary section:

- Safe man days
- Safe man-hours
- HSE induction conducted
- Toolbox talks

- Internal training
- PTW (Permit to Work) issued
- Approved RAMS (Risk Assessment Method Statements) in place
- Approved lifting plans
- Emergency drills
- Incidents/near misses

Enter the value for each item in the Info column, with any relevant notes in the Remarks column. Example values: "83" for Safe man days, "794" for Safe man-hours, "2" for HSE induction conducted, "83" for Toolbox talks, and "0" for fields not applicable that day.

Subtotal	0	0	Subtotal	15	0	Subtotal	-
Total Indirect	26	0	Total Direct	90	2	Total Equipment	17

PROJECT MAN-HOURS SUMMARY				CONTACT LIST	
Type	Previous Day	Current Day	Total up to date	Name	Phone Number
1 Indirect	8.00	40.00	48.00		
2 Direct	10.00	736.00	746.00		
Total	18.00	776.00	794.00		

HSE SUMMARY			
SN	Description	Info	Remarks
1	Safe man days	83	
2	Safe man -hours	794	

Excel sheet showing the HSE Summary section with fields for safe man days, safe man-hours, HSE induction, toolbox talks, internal training, PTW issued, RAMS, lifting plans, emergency drills, and incidents/near misses

Also note whether a toolbox meeting was conducted that day and summarize the key points discussed, since this is one of the common data fields expected in every daily progress report.

Delays & issues log

The source material for this guide does not include a dedicated delays-and-issues table. In your report, this section should record any issue affecting the schedule or cost, its cause, its impact, the corrective action taken, and its status (Open/Resolved).

Visitor log

The source material for this guide does not describe a visitor log; the Contact List section covers subcontractor representative names and phone numbers rather than site visitors. In your report, this section should record every non-regular visitor to site, including their name, company, purpose of visit, and time in/out.

What's next

Once every section is complete, double-check the daily work activities, material deliveries, work progress photos, and manpower and equipment records for accuracy and consistency with data from the site admin, timekeeper, logistics team, safety officer, and store department. Save the updated file with the correct date and project reference, then distribute the report to the relevant stakeholders (project manager, site engineer, client representative) according to your project's communication protocol, and archive it in your project documentation system for future reference.

[illegible]

Excel sheet showing the Details of Daily Work Activities section, with example entries for refurbishment, curing, scaffolding, and soil removal activities.