

CLAC360 — Construction Daily Progress Report

General professional construction daily reporting template — adapt to project, contract and jurisdiction requirements. | One DPR = one reporting day | v1.0

1. PROJECT & REPORT IDENTIFICATION

Project Name:		Contract / Package No.:		DPR No.:		Report Date:	
Contractor:		Consultant / Engineer:		Client / Employer:		Day:	
Site / Location:		Work Front / Zone:		Reporting Period:		Prepared By:	
Weather:		Site Condition:		Access / Visibility:		Reviewed By:	

2. DAILY WORK ACTIVITY REGISTER (Record actual work performed. Prefer measurable, location-referenced descriptions. Units must be explicit.)

Act	Work Location / Ref.	Work Description	Status	Unit	Planned	Actual Today	Cumulative	Crew / Resource	Remarks / Constraints	Photo/Ref
A01										
A02										
A03										
A04										
A05										
A06										
A07										
A08										
A09										
A10										

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Project: _____ DPR No.: _____ Date: _____

2. DAILY WORK ACTIVITY REGISTER (continued)

Act	Work Location / Ref.	Work Description	Status	Unit	Planned	Actual Today	Cumulative	Crew / Resource	Remarks / Constraints	Photo/Ref
A11										
A12										
A13										
A14										
A15										
A16										

3. LABOUR / MANPOWER

Category / Trade	Contractor / Sub	No. Present	No. Deployed	Shift / Period	Activity / Location	Remarks

4. PLANT / EQUIPMENT

Equipment / Plant	ID / Fleet	Qty	Hrs Avail.	Hrs Work	Hrs Idle	Status	Activity / Location	Remarks

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Project: _____ DPR No.: _____ Date: _____

5. MATERIAL DELIVERIES

Material	Supplier	Delivery Ref.	Qty	Unit	Intended Use / Location	Inspection	Remarks

6. DELAYS / CONSTRAINTS / ISSUES (Record factual events. Do not classify contractual entitlement.)

Time / Period	Issue / Cause	Location / Activity Affected	Duration	Action Taken	Resp. Party	Ref.	Status

7. SAFETY / QA-QC / INSPECTIONS

Type (Safety / Inspection / Test)	Location / Activity	Reference No.	Status / Result	Follow-Up Required	Remarks

8. DAILY SUMMARY / LOOK-AHEAD / ACTIONS

9. SIGN-OFF

Prepared By (Signature):		Printed Name:		Date:	
Reviewed By (Signature):		Printed Name:		Date:	

LIMITATIONS: This CLAC360 Construction Daily Progress Report is a general professional construction-management template. It is a contemporaneous project record of daily activities and site conditions. It does not constitute a delay claim, variation claim, payment certificate, contractual entitlement determination or final quantity certification. Adapt to project-specific requirements. Do not invent quantities, labour numbers, equipment hours or inspection results. Blank fields are preferable to fabricated information. This form is not an official government or contractual form.

CLAC360.com | Construction Daily Progress Report | v1.0 | Original professional construction daily report template — not an official government or contractual form.