

# Daily Site Report - Completed Example

BuildPath NZ | Residential construction and development, made clear. | v1.0 | 7 July 2026

|                  |                                                                                                                                                |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Document title   | Daily Site Report                                                                                                                              |
| Purpose          | Record what happened on site each day, including work, labour, delays, inspections, safety, RFIs, variations, photos, and next-shift planning. |
| Who completes it | Construction manager, site manager, site supervisor, or authorised project administrator.                                                      |
| When to use it   | Complete every site day before records go stale.                                                                                               |

## Project details

|                    |                                                      |
|--------------------|------------------------------------------------------|
| Project name       | Sample Auckland townhouse project                    |
| Project address    | 12 Sample Street, Auckland                           |
| Consent number     | BC-2026-000000 - verify with Auckland Council record |
| Prepared by / role | S. Manager - Site Supervisor                         |
| Date               | 2026-07-07                                           |

## Form fields

|                                       |                                                                                          |
|---------------------------------------|------------------------------------------------------------------------------------------|
|                                       |                                                                                          |
| Project name                          | Sample Auckland townhouse project                                                        |
| Project address                       | 12 Sample Street, Auckland                                                               |
| Consent number                        | BC-2026-000000 - verify with Auckland Council record                                     |
| Date                                  | 2026-07-07                                                                               |
| Prepared by                           | S. Manager - Site Supervisor                                                             |
| Role                                  | Sample entry - verify project-specific requirement before use.                           |
| Drawing/specification references used | Sample entry - verify project-specific requirement before use.                           |
| Report number                         | Sample entry - verify project-specific requirement before use.                           |
| Weather                               | Fine morning, light showers after 2pm; ground remained trafficable.                      |
| Site status                           | Open                                                                                     |
| Programme stage                       | Sample entry - verify project-specific requirement before use.                           |
| People on site                        | Framing crew 4, plumber 1, electrician 1; visitor architect 10:30am.                     |
| Trades on site                        | Framing crew 4, plumber 1, electrician 1; visitor architect 10:30am.                     |
| Plant/equipment on site               | Sample entry - verify project-specific requirement before use.                           |
| Deliveries                            | Sample entry - verify project-specific requirement before use.                           |
| Work completed                        | Ground floor external wall framing completed to gridline B; photos IMG_101-118.          |
| Work in progress                      | Sample entry - verify project-specific requirement before use.                           |
| Inspections booked/completed/failed   | Pre-line inspection booked for 2026-07-10; confirm with Auckland Council booking portal. |
| Health and safety observations        | Sample entry - verify project-specific requirement before use.                           |
| Toolbox talk record                   | Sample entry - verify project-specific requirement before use.                           |

| Hazards/near misses/incidents     | Open excavation at front boundary; barrier maintained; toolbox talk completed.          |
|-----------------------------------|-----------------------------------------------------------------------------------------|
| RFIs raised                       | RFI-004 raised about lintel detail conflict between A204 and S302.                      |
| Variations or possible variations | Possible variation - client requested laundry cabinet change; awaiting priced approval. |
| Delays                            | Rain delayed cladding prep by 2 hours; no critical path impact confirmed yet.           |
| Photos taken                      | IMG_101-118 saved to project photos folder under 2026-07-07.                            |
| Quality checks                    | Sample entry - verify project-specific requirement before use.                          |
| Materials protected/stored        | Sample entry - verify project-specific requirement before use.                          |
| Neighbour/public impact           | Sample entry - verify project-specific requirement before use.                          |
| Instructions received             | Sample entry - verify project-specific requirement before use.                          |
| Issues requiring follow-up        | Sample entry - verify project-specific requirement before use.                          |
| Tomorrow/next-shift plan          | Complete bracing fixings, protect materials, prepare inspection evidence.               |
| Sign-off                          | Sample entry - verify project-specific requirement before use.                          |

## Checklist

| [x] | Check the latest consented drawing revision before recording work as complete. | IMG_101-118 saved to project photos folder under 2026-07-07. |
|-----|--------------------------------------------------------------------------------|--------------------------------------------------------------|
| [x] | Record photo references before any work is covered.                            | IMG_101-118 saved to project photos folder under 2026-07-07. |
| [x] | Record whether inspections were booked, passed, failed, or waiting.            | IMG_101-118 saved to project photos folder under 2026-07-07. |
| [x] | Record delays with cause, time lost, affected activity, and evidence.          | IMG_101-118 saved to project photos folder under 2026-07-07. |

## Source / where to check

- Contract requirements, consented drawings, specifications, Auckland Council inspection records, WorkSafe/company H&S system, RFIs, variations, and project programme.
- Building Act 2004 and Building Regulations 1992.
- Current MBIE Building Code clauses, Acceptable Solutions, and Verification Methods.
- Health and Safety at Work Act 2015 and WorkSafe NZ construction guidance.
- Construction Contracts Act 2002 where payment claims, variations, and contract administration are relevant.
- Resource Management Act 1991, Auckland Unitary Plan, resource consent, and planning requirements where relevant.

## Important disclaimer

BuildPath NZ templates are educational and administrative tools. They help users organise project information, site records, checklists, and decision-making. They do not replace legal, engineering, architectural, council, health and safety, tax, accounting, planning, or other professional advice. Users must verify requirements against current legislation, council requirements, consented documents, project consultants, WorkSafe guidance, contracts, and manufacturer instructions.