

Daily Site Report

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	
Project address	
Consent number	
Prepared by / role	
Date	

Form fields

Project name	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Project address	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Consent number	Record council consent number, inspection item, evidence required, and where the record is stored.
Date	Enter the date or target date. Use yyyy-mm-dd where possible.
Prepared by	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Role	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Drawing/specification references used	Record the exact drawing number, revision, specification section, RFI, instruction, or consented document used.
Report number	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Weather	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Site status	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Programme stage	Describe effect on programme and note who must confirm contractual time impact.
People on site	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Trades on site	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Plant/equipment on site	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.

Deliveries	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Work completed	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Work in progress	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Inspections booked/completed/failed	Record the exact drawing number, revision, specification section, RFI, instruction, or consented document used.
Health and safety observations	Record observed risk, controls, responsible person, and WorkSafe/company H&S source to verify.
Toolbox talk record	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Hazards/near misses/incidents	Record observed risk, controls, responsible person, and WorkSafe/company H&S source to verify.
RFIs raised	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Variations or possible variations	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Delays	Describe effect on programme and note who must confirm contractual time impact.
Photos taken	Reference photo file names and storage location. Capture wide, medium, and close-up images where useful.
Quality checks	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Materials protected/stored	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Neighbour/public impact	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Instructions received	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Issues requiring follow-up	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Tomorrow/next-shift plan	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.
Sign-off	Enter project-specific information. If unsure, ask the builder, PM, architect/designer, engineer, relevant trade, council, lawyer, accountant, or other professional.

Checklist

[]	Check the latest consented drawing revision before recording work as complete.	
[]	Record photo references before any work is covered.	
[]	Record whether inspections were booked, passed, failed, or waiting.	
[]	Record delays with cause, time lost, affected activity, and evidence.	

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.