|  |
| --- |
| **DAILY WORK REPORT** |

To : Working Date :

Attn. : Reference No. : DRP.

Weather : Sunny Cloudy Windy Shower Rainy Other

Interruption : Noisy Work Smelly Work Hot Work Electrical Shut-off Other

Stating Time : hrs. Ending Time : hrs. Total Working Time : hrs.

(Work items undertaken today) Attachment included pages (Page / )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ItemNo. | Work DescriptionPlease mark asterisk (\*) at the end of sentence if it is Hot Work | Location | Man Power | PercentageCompleted | Remark |
|  |  |  |  |  |  |
|  | *“(In case of work items and details are more than this*  |  |  |  |  |
|  |  *table space, please fill in attachment sheet)”* |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ON SITE MANPOWER (Total = persons) | PROBLEMS |
| 1. Project / Site Manager |  | 8. Technician |  |  |  |
| 2. Project / Site Engineer |  | 9. Admin Staff |  |  |  |
| 3. Project / Site Assistant |  | 10. Carpenter |  |  |  |
| 4. Arch. / Eng. Designer |  | 11. Painter |  |  |  |
| 5. Site Supervisor |  | 12. Labour |  |  |  |
| 6. Foreman |  | 13. Maid |  |  | RESOLUTIONS |
| 7. Draftsman |  | 14.Other |  |  |  |
| EQUIPMENT (Quantity) |  |
| 1. Tower Crane |  | 4. Generator |  |  |  |
| 2. Mobile Crane |  | 5. Pickup Car |  |  |  |
| 3. Truck |  | 6. Other |  |  |  |
| Reported by :  | PACNS Co., Ltd. | Reviewed by : |  |
| Signed by :  |  | Signed by :  |  |
| Name :  |  | Name :  |  |
| Date :  |  | Date :  |  |
| Comment :  |  | Comment :  |  |
|   |  |   |  |
|  |  |  |
| Copies to : |  |  | Circ: File |

|  |
| --- |
| **ATTACHMENT OF DAILY WORK REPORT** |

To : Working Date :

Attn. : Reference No. : DRP.

(Work items undertaken today) (Pages / )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ItemNo. | Work DescriptionPlease mark asterisk (\*) at the end of sentence if it is Hot Work | Location | Man Power | PercentageCompleted | Remark |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |   |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **PICTURE OF DAILY WORK REPORT** |

To : Working Date :

Attn. : Reference No. : DRP.

(Work items undertaken today) (Pages / )

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |