

Civil site diary template

Free daily site diary and earthworks record for civil construction. Print for the site folder, or use the CSV versions in Excel or Google Sheets. forgetcivil.com/site-diary-template

How to use it

- Fill one diary sheet per day, per shift, before you leave site. A diary written the next morning loses the detail that matters in a claim.
- Record facts, not opinions. Times, chainages, quantities, names, weather and instructions received - with the reference number wherever one exists.
- Tie the diary to your lots. Note which lots were opened and which were conformed each day so the diary and the lot register agree.
- Log delays properly. Cause, start time, finish time, resources standing and the party responsible. This is the part that gets read months later.
- Sign and date it. An unsigned diary carries far less weight as a contemporaneous record.

Disclaimer

This template is a general starting point and is not a substitute for your contract requirements, project quality plan or record-keeping obligations. Check the fields against your contract before use.

Daily site diary

Project		Contract / job no.		Date	
Weather AM		Weather PM		Rainfall (mm)	
Shift start		Shift finish		Site conditions	
Personnel on site (name / role / hours)		Subcontractors on site		Plant and equipment (type / ID / hours)	
Work areas (chainage from - to, offset)		Work performed			
Lots opened		Lots closed / conformed		Tests called and results	
Material imported (type / source / qty)		Survey and setout		Deliveries and visitors	
Delays and lost time (cause / hours / party)		Instructions received (from / ref)		Variations or extra work	
Safety: toolbox, inductions, incidents		Environmental observations		Comments	
Prepared by		Position		Signature / date	

Plant and labour daily record

Attach to the diary sheet for the same date. Hours here should reconcile with hired plant dockets and timesheets.

Date	Plant type	Plant / fleet ID	Owner (own / hired)	Operator	Start hrs	Finish hrs	Working hrs	Idle hrs	Breakdown hrs	Work area / chainage	Task	Docket or hire ref