Site-Day

DAILY SITE DIARY

Thursday, 8 October 2026

Daily report

1	5	1	2	3	0
DONE	OPEN	WAITING	P1	P2	P3

ROAD BLOCKS

P1 **Delivery access blocked. Confirm unloading area before the next delivery.**
Open

QUICK NOTES

DEMONSTRATION - fictional site entries. No customer data.
Open

THINGS TO DO

P1 **Check ceiling grid before close-up.**
Open

P2 **Confirm tomorrow's inspection time.**
Open

STAFF ON SITE

Sample crew: 4 installers and 1 supervisor.
Open

WAITING / FOLLOW-UP

P2 **Awaiting revised drawing from the consultant.**
Open

QA / INSPECTIONS

P2 **Pre-line inspection completed. Follow-up items recorded.**
Done

DELIVERIES

P2 **GIB board delivery booked for 7:00 am tomorrow.**
Open