[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Carpenter site diary

A daily record of what happened on site - protects you if anything is disputed later.

Date	[Date]
Job number	[JOB-0001]
Site address	[Full site address]
Weather	[e.g. dry, 14°C]
Operatives on site	[Names]
Materials delivered / used	[Details]

Work completed today

[Describe what was done]

Issues and delays

[e.g. waiting on materials, access delayed]

Visitors and deliveries

[Who visited, what was delivered]

Sign-off

Recorded by	Signature	Date