

Daily Progress Report

Yellow cells are for you to fill in. Gray cells are formulas (man-hours and totals).

1. Go to the "Daily Report" tab. Fill in the top block (project, date, report number, weather).
2. Describe the work done, who was on site (Trade, Company, workers, hours), equipment, deliveries, delays, inspections and safety.
3. Man-hours = Workers × Hours each. Totals at the bottom of the Manpower and Delays sections add up automatically.
4. Print the tab (landscape or portrait both fit one page wide) or use File → Save as PDF, then sign.
5. Each day: File → Save As with the date in the name, or copy the tab (right-click → Move or Copy). Keep reports — they are your record if there is a delay claim or dispute.
6. Rows marked EXAMPLE are for illustration only: overwrite or clear them.

Tips

- Be factual and specific: quantities, locations, names of subcontractors, times. Avoid opinions.
- Record every delay with its cause and hours lost the same day.
- Note photo file names or folder so pictures can be matched to the report.

This form is a record-keeping aid, not legal advice. Follow your contract and company procedures for notices and claims.

DAILY PROGRESS REPORT

Project				Report #		Date	
Address				Prepared by			
Weather		High °F		Low °F		Work hours	

Fill this in online with your team, with approvals and history — ProEstimate, free for your first year: proestimateapp.com/start

1. WORK PERFORMED TODAY

1	
2	
3	
4	
5	
6	
7	
8	

2. MANPOWER ON SITE

Trade / crew	Company	Workers	Hours each	Man-hours	Work done
TOTAL		0		0.0	

3. EQUIPMENT ON SITE

Equipment	Hours used	Hours idle	Notes

4. MATERIALS DELIVERED

Item	Qty	Unit	Supplier	Ticket / PO #	Received by

5. DELAYS, CHANGES AND ISSUES

Description	Cause	Hours lost	Action / who was notified
TOTAL HOURS LOST		0.0	

6. INSPECTIONS AND VISITORS			
Name / agency	Purpose / type	Result	Notes

7. SAFETY							
Toolbox talk held?		Injuries / incidents		Near misses		PPE in use?	
Safety notes							

8. PLAN FOR TOMORROW			

9. PHOTOS AND SIGN-OFF			
Photos taken?		Where saved	

Prepared by		Date	
Reviewed by		Date	