

Site Diary / Progress Log (Template)

Short daily notes that keep everyone aligned — and provide evidence if needed.

Daily entry

Date	Job	Team on site	Hours	Weather (if relevant)

What was done today?

Work completed	Blockers / issues	Next steps (tomorrow)

Variations / scope changes noticed?

Yes/No	Details / actions taken

Customer comms

Who was spoken to?	What was agreed?	Follow-up needed