

Daily site diary

Capture the people, progress, events, constraints and open actions needed to understand the day.

Project	
Date	
Prepared by	
Weather and conditions	

People and activity

Trade / team	Number	Area / activity

Day record

Work completed	
Instructions / RFIs / defects	
Delays / incidents	
Deliveries	
Visitors / meetings	

Open actions

Action	Owner	Due	Source / evidence

Photo / file references	
Reviewed by	

Review the diary against project requirements before issue. AI-assisted drafts should be checked and corrected by the responsible person.

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Capture the people, progress, events, constraints and open actions needed to understand the day.

Project	Hawthorn Fitout
Date	14 July 2026
Prepared by	Sam M. - Site manager
Weather and conditions	Fine, 8-16 C; wet access at east gate

People and activity

Trade / team	Number	Area / activity
Carpentry	4	Level 3 shaft wall
Electrical	3	Level 2 rough-in
Site team	2	Coordination and deliveries

Day record

Work completed	Level 3 shaft wall relocated and completion photo attached.
Instructions / RFIs / defects	SI-024 complete. RFI-018 awaiting engineer response.
Delays / incidents	No incidents. Joinery delivery moved to Wednesday.
Deliveries	Electrical rough-in materials received at 10:20 am.
Visitors / meetings	Architect site walk at 11:00 am.

Open actions

Action	Owner	Due	Source / evidence
Engineer response to RFI-018	Alex	15 Jul	RFI-018
Confirm joinery delivery	Sam	15 Jul	Chat 2:35 pm

Photo / file references	P-118, CP-024, marked-up plan M-14
Reviewed by	Sam M. - 4:35 pm

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