SITE survey. APP

SITE SURVEY REPORT

Construction Daily Report

Prepared for	Mill Yard Developments Ltd
Date	24 Sep 2026
Site	3 Mill Yard, Sheffield
Prepared by	N. Ward

FORM

Construction Daily Report

1. The day

Project	3 Mill Yard, Sheffield: construction daily report (completed example)
Client	Mill Yard Developments Ltd
Site	3 Mill Yard, level 2 office fit-out
Site address	3 Mill Yard, Kelham Street, Sheffield
Site entrance or compound (GPS)	Site entrance, Kelham Street · 53.388320, -1.475610 (SK 34973 88070, ±6 m)
Date	24 Sep 2026
Report by	N. Ward, site manager
Contractor	Ridgeway Interiors Ltd

Weather on site

Observed on site	Showers
Site opened	07:30
Site closed	17:00

2. Labour and plant

Labour 1: Ridgeway Interiors, drylining

Trade or company	Ridgeway Interiors, drylining
Number of people	6
Hours each	9
Hours in total	54

Labour 2: Calder Electrical

Trade or company	Calder Electrical
Number of people	4
Hours each	9

Hours in total	36

Labour 3: Pennine Mechanical, ductwork

Trade or company	Pennine Mechanical, ductwork
Number of people	3
Hours each	8
Hours in total	24

Labour 4: Site labour

Trade or company	Site labour
Number of people	2
Hours each	9
Hours in total	18
People on site	15
Person-hours on site	132.0
Was there plant on site?	Yes

Plant 1: Mobile tower, zone B

Item	Mobile tower, zone B
Today	Working
Notes	Inspected 21 September

Plant 2: Scissor lift, 8 m

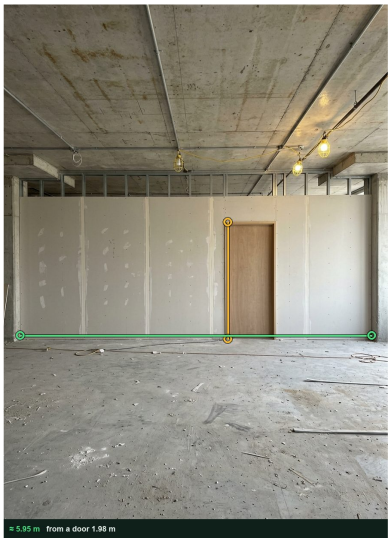
Item	Scissor lift, 8 m
Today	Standing
Notes	Waiting for zone C ceiling grid
Plant working	1
Standing	1
Broken down	0
Visitors to site	A. Rahman, client's project manager, 11:00 to 12:30

3. Work done

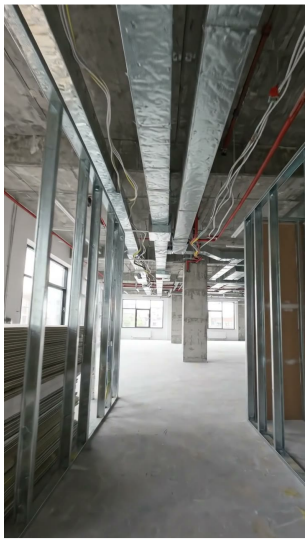
Work done 1: Level 2, meeting rooms 1 to 6

Area or plot	Level 2, meeting rooms 1 to 6
Where the work was (GPS)	Level 2, north side (indoors, rough fix) · 53.388510, -1.475900 (SK 34954 88091, ±14 m)
What was done today?	Metal stud partitions completed to meeting room 6. Boarding started on rooms 1 and 2: the corridor wall of rooms 1 and 2 boarded one side today, measured from a photo against the room 2 door.
Complete (%)	70
Length completed today (m)	5.95

Length completed today (m): measuring photo



Photos

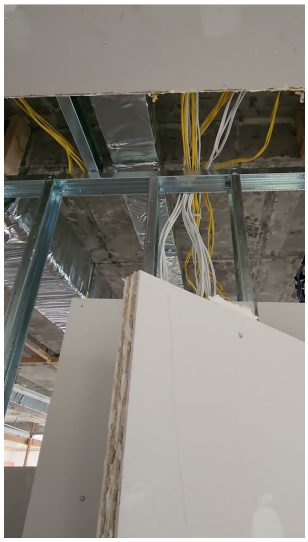




Work done 2: Level 2, meeting room 4

Area or plot	Level 2, meeting room 4
What was done today?	Partition head not yet sealed to the slab. Drylining to finish and fire stop before the ceiling closes.
Complete (%)	60

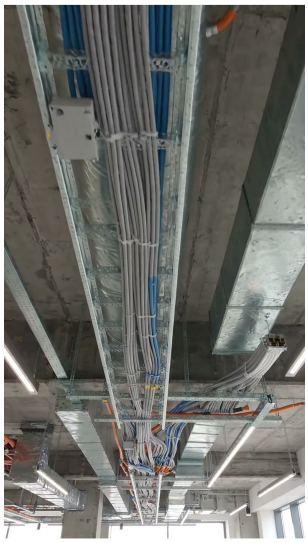
Photos



Work done 3: Level 2, zone B ceiling void

Area or plot	Level 2, zone B ceiling void
What was done today?	Cable tray complete and data cabling pulled to zone B: 24 m of tray fixed today, by tape. Zone C still to do.
Complete (%)	55
Length completed today (m)	24.00

Photos



Areas worked in	3
Metres completed today (m)	29.95
Against the programme	On programme

4. Deliveries, delays and instructions

Any deliveries?	Yes

Deliveries 1: Plasterboard, 12.5 mm, and metal studs

Material	Plasterboard, 12.5 mm, and metal studs
Supplier	Northern Building Supplies
Quantity	4 packs board, 2 bundles studs
Checked against the order	Correct

Deliveries 2: Cable tray and brackets

Material	Cable tray and brackets
Supplier	Calder Electrical stores
Quantity	30 of 40 lengths ordered
Checked against the order	Short or wrong
Deliveries	2
Short, wrong or damaged	1

> A delivery was short, wrong or damaged. Mark the delivery note, keep the photos with the delivery and tell the buyer before the materials are used.

Any delays or stoppages?	Yes

Delays 1: Late materials

Cause	Late materials
Hours lost	2
What happened, and who was told?	Cable tray delivery 10 lengths short. Two electricians moved to cabling. C. Ellis, Calder supervisor, told Calder stores, who will deliver the rest tomorrow morning.
Hours lost today	2
Instructions received	Client confirmed the finish to the meeting room glazed screens at the site visit. Written confirmation to follow.
Information or decisions needed	Setting out for the zone C floor boxes from the client's IT consultant, needed by 1 October.

5. Safety and quality

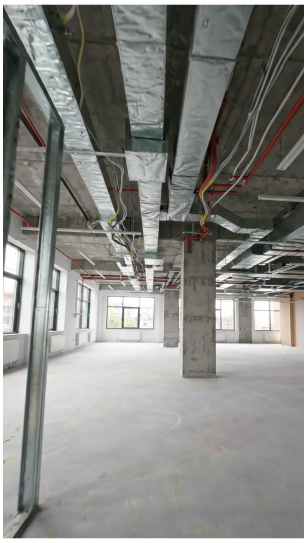
Was a toolbox talk given?	Yes
Topic	Mobile towers
Site inductions today	2, Pennine Mechanical
Inspections done today	Plant daily checks, Fire points
Permits issued	None today
Any accident, incident or near miss?	Yes
What was it?	Near miss
What happened?	Offcut of cable tray dropped from the zone B tower onto the slab inside the exclusion zone. Nobody below. Crew rebriefed on keeping offcuts bagged.
Incident report or accident book reference	Near miss report NM-3MY-017
Quality checks, tests and inspections by others	Building control officer viewed the meeting room partitions at 14:00. No comments.

6. Tomorrow and sign-off

Work planned for tomorrow	Board meeting rooms 3 to 6. Finish the head detail in meeting room 4. Start the tray in zone C.

What it needs	Remaining cable tray delivered by 08:30. Scissor lift moved to zone C.

General progress photos



Site manager	N. Ward

Site manager signature

N. Ward