SITE survey. APP

SITE SURVEY REPORT

Daywork sheet template

Prepared for	Example Works - fictional (fictional)
Date	9 Oct 2026
Site	Example Works - fictional
Prepared by	Example coordinator

FORM

Daywork sheet template

1. Work and instruction

Project or site	Example Works - fictional
Record reference	DW-014
Record date	9 Oct 2026
Prepared by	Example coordinator
Work area or asset location	Area A
Instruction reference	INS-008
Instruction recorded from	Example site manager
Work performed	Remove the recorded obstruction in Area A.

> This sheet records resources used. Record any disputed quantities explicitly. Acknowledgement does not automatically agree rates, valuation or payment entitlement.

2. Labour

Labour entries 1: Operative A

Person or trade	Operative A
Hours worked excluding breaks	3

Labour entries 2: Operative B

Person or trade	Operative B
Hours worked excluding breaks	3
Total labour hours	6

3. Plant

Was plant used?	Yes

Plant entries 1: Breaker P-02

Plant item and reference	Breaker P-02

Time or quantity	2
Unit	Hours

4. Materials

Were materials used?	Yes

Material entries 1: Replacement material

Material	Replacement material
Quantity	4
Unit	bags
Delivery or invoice reference	DN-014

5. Review and acknowledgement

Prepared and signed by	Example coordinator
Resource record review	Acknowledged
Reviewed by	Example supervisor
Review date	9 Oct 2026
Reviewer acknowledgement	
Commercial review notes and separate valuation reference	Resources acknowledged; rates subject to separate review.