



Subcontractor Daily Progress Reporting Checklist 2026

Project & Personnel Information

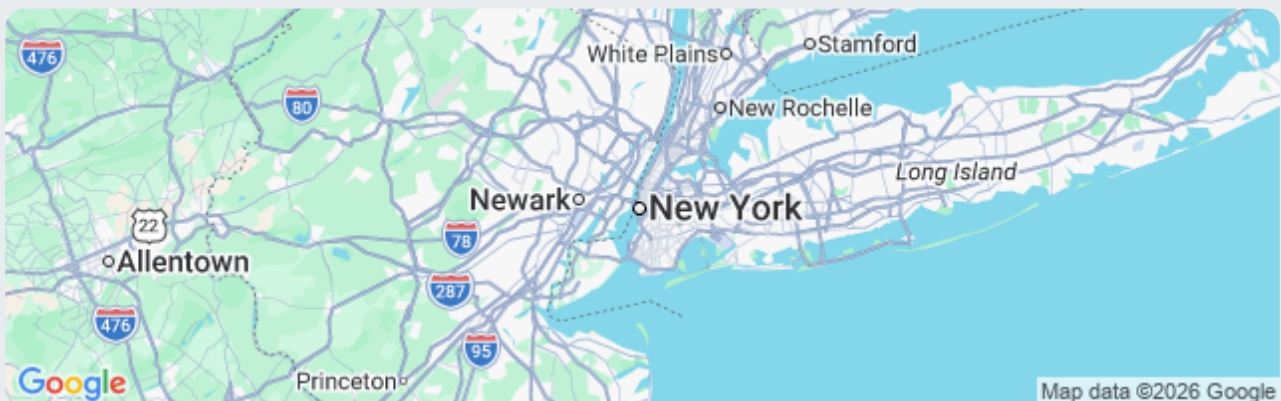
Essential metadata including project name, date, weather conditions, and the name of the site supervisor or subcontractor representative.

Report Date

Project Name/ID

Site Location/Zone

 [Set My Current Location](#)



Subcontractor Company Name

Write something...

Site Supervisor Name

Write something...

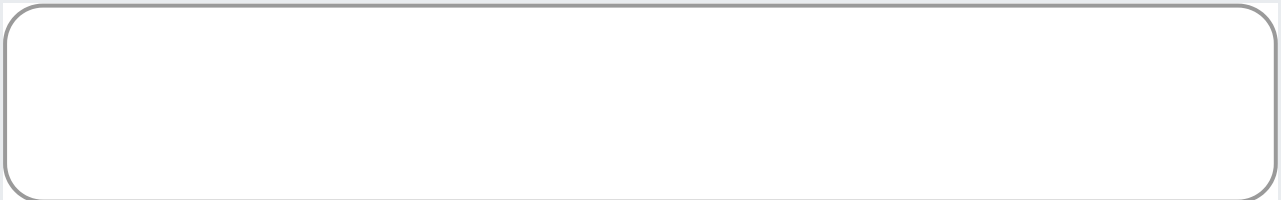
Weather Condition

- ☐ Sunny
- ☐ Cloudy
- ☐ Rain
- ☐ Snow
- ☐ High Winds

Current Temperature (°C/°F)

Enter a number...

Supervisor Signature



Workforce & Labor Tracking

Detailed log of total personnel on-site, specific trades present, total man-hours worked, and any shifts or overtime recorded.

Reporting Date

Enter date...

Subcontractor Name

Write something...

Total Number of Workers on Site

Enter a number...

Trades Present on Site

- ☐ Electrical
- ☐ Plumbing
- ☐ Masonry
- ☐ Carpentry
- ☐ HVAC
- ☐ Concrete
- ☐ Demolition

Total Man-Hours Worked

Enter a number...

Description of Labor Distribution

Write something...

Foreman/Supervisor Signature

Work Performed & Milestone Tracking

Summary of specific tasks completed during the shift, progress against the project schedule, and verification of completed milestones.

Work Date

Work Performed Summary

Detailed Task Breakdown

Percentage of Task Completion

Work Status

- ☐ Ahead of Schedule
- ☐ On Schedule
- ☐ Behind Schedule

Completed Milestones

- ☐ Foundation Completed
- ☐ Framing Finished
- ☐ Rough-in Inspection Passed
- ☐ Enclosure Achieved

Progress Photos/Evidence

 Upload File

Equipment & Machinery Utilization

Inventory of heavy machinery and small tools used on-site, including operational status, fuel usage, and any downtime experienced.

Equipment Inspection Date

Enter date...

Equipment Type in Use

- ☐ Excavator
- ☐ Skid Steer
- ☐ Crane
- ☐ Forklift
- ☐ Generator
- ☐ Compactor
- ☐ Other

Equipment ID/Asset Number

Write something...

Operational Status

- ☐ Fully Operational
- ☐ Needs Maintenance
- ☐ Out of Service/Broken

Engine Hours/Meter Reading

Enter a number...

Maintenance Notes or Issues Identified

Write something...

Equipment Inspection Photos

 Upload File

Material Delivery & Inventory Status

Log of all incoming materials, verification of quantities received against purchase orders, and identification of any material shortages.

Delivery Date

Enter date...

Delivery Note/BOL Number

Write something...

Material Description

Write something...

Quantity Received

Enter a number...

Delivery Status

- ☐ Complete
- ☐ Partial Delivery
- ☐ Damaged/Rejected

Storage Location

- ☐ On-Site Warehouse
- ☐ Laydown Area
- ☐ Direct to Installation Point
- ☐ External Storage

Upload Delivery Ticket/Packing Slip

 Upload File

Discrepancy or Damage Notes

Write something...

Site Safety & Incident Reporting

Documentation of safety briefings (Toolbox Talks), any near-misses, accidents, or safety violations observed during the work period.

Incident Date

Enter date...

Time of Incident

Enter time...

Incident Type

- ☐ Injury/Illness
- ☐ Property/Equipment Damage
- ☐ Near Miss
- ☐ Environmental/Spill
- ☐ No Incident to Report

Incident Description

Write something...

Safety Measures Followed

- ☐ PPE Worn Correctly
- ☐ Toolbox Talk Conducted
- ☐ Area Secured
- ☐ Permit to Work Valid

Photos of Incident or Site Condition

 Upload File

Safety Officer Signature

Site Constraints & Delays

Identification of impediments to progress, such as inclement weather, utility outages, unforeseen site conditions, or delayed deliveries.

Primary Delay Category

- ☐ Weather/Inclement Weather
- ☐ Material Shortage
- ☐ Equipment Breakdown
- ☐ Labor/Personnel Shortage
- ☐ Subcontractor/Trade Conflict
- ☐ Permit or Regulatory Delay
- ☐ Other

Description of Delay Impact

Write something...

Estimated Hours Lost

Enter a number...

Date Delay Occurred

Enter date...

Supporting Evidence (Photos/Weather Reports)

 Upload File

Quality Control & Inspection Results

Record of any internal inspections performed, identified defects/non-conformance reports, and status of pending rework.

Inspection Date

Enter date...

Inspection Status

- ☐ Passed
- ☐ Passed with Comments
- ☐ Failed - Requires Rework

Defects Identified

- ☐ Structural Discrepancy
- ☐ Material Damage
- ☐ Dimensional Error
- ☐ Workmanship Issue
- ☐ None

Detailed Defect Description

Write something...

Photo Evidence of Inspection

 Upload File

Quality Inspector Signature

Inter-trade Coordination & Dependencies

Notes on activities requiring interaction with other subcontractors and any upcoming tasks that depend on today's completed work.

Active Trades Requiring Coordination

- ☐ Electrical
- ☐ Plumbing
- ☐ HVAC
- ☐ Masonry
- ☐ Carpentry
- ☐ Concrete
- ☐ Drywall

Dependency Conflicts & Constraints

Write something...

Impact on Project Schedule

- ☐ No Impact
- ☐ Minor Delay
- ☐ Critical Path Delay

Next Required Coordination Date

Subcontractor Lead Verification

Photos & Supporting Documentation

Checklist for attaching time-stamped progress photos, scanned delivery tickets, and updated site sketches.

Photo Timestamp Date

Progress Photos (Before/During/After)

 [Upload File](#)

Scanned Delivery Tickets & Material Receipts

 [Upload File](#)

Photo Descriptions & Contextual Notes

Write something...

Document Types Attached

- ☐ Delivery Ticket
- ☐ Inspection Report
- ☐ Safety Permit
- ☐ Subcontractor Daily Log

Photographer/Documenter Verification

< Previous

> Next

✓ Finish

🔗 Generate Sample Report