

CONTRACTOR DAILY JOBSITE LOGBOOK

Official Daily Record of Site Activities, Labor, Subcontractors, Deliveries & Safety Inspections

Superintendent / Project Manager Name:

General Contractor Company Name:

Contractor License Number & State:

Primary Project Name & Job Number:

Jobsite Street Address / Location:

Primary Owner / Client Contact:

Logbook Start Date:

Logbook Completion Date:

Emergency Site Phone Contact:

PROJECT DIRECTORY & KEY EMERGENCY CONTACTS

SITE SAFETY INSPECTION & INCIDENT SUMMARY

Date: _____ Day: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU Weather: ☐ Clear ☐ Rain ☐ Snow ☐ Wind

SUBCONTRACTOR & CREW LOG

Subcontractor / Trade	Men on Site	Hours	Description of Work / Area of Facility

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MATERIAL DELIVERIES & MUNICIPAL / CODE INSPECTIONS

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DELAYS, ACCIDENTS, SCHEDULE IMPACTS & UNFORESEEN SITE CONDITIONS

Superintendent / Inspector Signature: _____

Date Signed: _____ Verified Correct: ☐ Yes ☐ Pending Resolution

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Date: _____ Day: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU Weather: ☐ Clear ☐ Rain ☐ Snow ☐ Wind

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Subcontractor / Trade	Men on Site	Hours	Description of Work / Area of Facility

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Date: _____ Day: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU Weather: ☐ Clear ☐ Rain ☐ Snow ☐ Wind

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PROJECT CLOSEOUT & LOGBOOK ARCHIVAL CERTIFICATE

This logbook constitutes a permanent legal construction document and project record.

[] Final Certificate of Occupancy (CO) Received

[] Punchlist Substantially Complete and Approved

[] As-Built Drawings and Redlines Transmitted to Architect

[] Operation & Maintenance (O&M) Manuals Submitted

[] Lien Waivers Executed for All Subcontractors and Suppliers

[] Final Retainage Invoicing Submitted to Owner

[] Subcontractor Warranty Binders Transferred

Archived Date: _____ Authorized Officer: _____