

Daily Field Report

Template — structured the way FieldBinder AI generates its Daily Report

Project	Project name as it appears on the contract
Customer	Owner or client the report goes to
Site	Site or location: address, plant, building, area
Project No.	Your job or contract number
Date	Report date
Captures from	Period covered when it is more than one day (from – to)
Prepared by	Name and role of the person preparing and reviewing the report

1. Summary

*Two or three sentences: what happened on site today and where the job stands tonight.
Crews and trades on site, hours worked, weather or access conditions that mattered.
If nothing notable happened, say so — "None reported." is a valid entry.*

2. Work Performed

*What was installed, demolished, tested, inspected, or delivered — by area or system.
Quantities and locations where they matter: feet run, units set, rooms completed.
Who did the work: contractor, crew, or vendor.*

3. Issues

*Anything that blocked, delayed, or changed the work: conflicts, missing material, RFIs raised, change requests.
State the impact and who owns the next move.
Reference the photo number from the Site Photos log where one exists.*

4. Safety

Observations, near misses, toolbox talks, PPE or housekeeping notes, stop-work events.
What was corrected on the spot and what is still open.
"None reported." if the day was clean — do not leave it blank.

5. Next Steps

What happens tomorrow and who needs to act: decisions owed, deliveries expected, inspections scheduled.
Open items carried forward from Issues and Safety, each with an owner and a date.

6. Site Photos

One row per photo. Number them and reference the number in the sections above.
Caption: what the photo shows and why it matters. Tag: Progress, Issue, Safety, Punch list, Change, RFI, Existing condition, Completed work, Follow-up.

#	Photo / file	Location / area	Caption	Tag	Time
1					

rather than leaving a section blank.