

Daily Installation Report Template

Capture progress, proof, issues, safety notes, and the next-day plan in one consistent report.

HOW TO USE Complete this at the end of each shift. Use clear facts, attach labeled photos, and send it to the agreed client, GC, and internal contacts.

1. Project and shift details

Project		Report date	
Location		Prepared by	
Client / GC		Crew count	
Shift hours		Conditions	

2. Progress today *State what changed, where it occurred, and the measurable quantity or percentage.*

Area / room	Work performed	Progress / quantity	Photo refs

3. Completed areas Record work ready for review, turnover, billing support, or closeout.

Area / room	Completed scope	Verified by	Photo refs

4. Issues and blockers Include the impact, responsible party, next action, and due date.

Area	Issue / blocker	Owner	Next action / due	Status

5. Deliveries, materials, and access *Record supplier, quantity, condition, storage location, shortages, and any constraint affecting sequence, schedule, or cost.*

Deliveries and materials received
Missing, damaged, delayed, or rejected materials
Access, coordination, or client decisions needed

6. Safety and incidents Record facts, location, immediate action, responsible party, and required follow-up.

☐ No incidents reported		☐ Safety observation recorded	
☐ Incident / near miss recorded		☐ Corrective action assigned	
Area	Observation / incident	Action taken	Owner / follow-up
Safety notes and corrective actions			

7. Tomorrow's plan and distribution

Identify areas, priorities, crew, equipment, expected deliveries, constraints, and the owner of each follow-up.

Planned work for next shift			
Crew, equipment, deliveries, and approvals required			
Sent to		Sent date / time	
Client / GC follow-up		Internal follow-up	
Next update due		Report reviewed by	

Before sending

☐ Every entry names an area or room	☐ Photos show context and detail	☐ Issues name an owner and next step	☐ Quantities and percentages are supportable	☐ Sensitive information is removed	☐ Recipients are correct
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SCAN FOR THE DIGITAL RESOURCE

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reporza.com/resources/daily-installation-report-template