

Site diary template: the daily report that still holds up years later

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A daily report records for each site day: date and weather, companies present with headcount, work carried out with location, equipment in use, deliveries with delivery note number, inspections and meetings, disruptions and stoppages with times, instructions and decisions with addressee and deadline, plus special incidents and the numbers of the day's photos. What matters is not the fields but three properties: kept continuously, written promptly and linked to photos and attachments. A diary reconstructed weeks later loses its evidential value — that is exactly what courts and experts check first.

Disclaimer

Non-binding sample, not legal advice. Which sections your contract requires is set out in the contract; notices of disruption and instructions do not replace the diary — they are only documented in it.
Legal basis: Germany.

Site day 37 — Monday, 21 Sept 2026: a normal day

Dry weather, two companies on site, one approval before concreting. This is what a report looks like that reports nothing special — and still substantiates everything later.

SECTION	ENTRY IN THE REPORT	WHY IT COUNTS
Weather	morning 9 °C, midday 16 °C, dry, light wind (source: weather service, Musterstadt station)	The source makes the value verifiable; without it, it is one word against another.
Staffing	Shell contractor A: 8 persons (1 foreman, 7 skilled workers), slab above ground floor; electrical contractor B: 2 persons, conduits in ground-floor slab	Headcount per company and work location — the basis for every later discussion about construction time and daywork.
Inspection	10:30 reinforcement inspection slab above ground floor, grid lines 1–3, with shell foreman A: position, diameters, spacers and concrete cover checked, approved; photos 112–118	Approval before concreting with photo numbers: once concreted, the reinforcement can never be checked again.
Work done	Shell A: slab formwork grid lines 5–8 (about 120 m²), reinforcement grid lines 1–3 complete; electrical B: conduits in ground-floor slab grid lines 1–3 laid, checked before pouring	Location and quantity per item make progress traceable day by day.
Deliveries	09:40 reinforcing steel 4.2 t, delivery note 4711-0921, accepted; 13:15 formwork material, delivery note 88-217, accepted	Time and delivery note number link the diary, the delivery note and the invoice check.
Equipment	Tower crane 1 (07:00–16:30), compactors 2	Operating times later substantiate standstills and plant provision.

SECTION	ENTRY IN THE REPORT	WHY IT COUNTS
Remark (internal)	(i) Query to structural engineer regarding opening D-07 (slab above ground floor, grid 3/B) open since 18 Sept; no concreting of grid line 3 without an answer	Your own queries and risk assessments stay in the internal report — the client report states only the fact once it has consequences.
Photos / approval	Photos 109–121; prepared 21 Sept 2026 17:10 site supervision, approved 21 Sept 2026 17:40	Creation on the same day is the proof of continuity.

Site day 38 — Tuesday, 22 Sept 2026: disruption due to weather

Heavy rain interrupts the concrete pour. The report records start, end, consequences and the notice — without judging who bears the consequences.

SECTION	ENTRY IN THE REPORT	WHY IT COUNTS
Weather	morning 2 °C, midday 7 °C; heavy rain from 10:50, continuing until 15:30; wind 6 Bft (weather service, Musterstadt station)	Onset and intensity are the basis for the question of whether the weather was exceptional.
Staffing	Shell A: 8 persons until 11:30, then 3 (securing, covering); electrical B: not present	The reduction from 11:30 quantifies the consequence of the disruption.
Disruption	11:20–end of day: concrete pour slab above ground floor grid lines 1–3 aborted after 1st truck because of heavy rain; 2 trucks of ready-mixed concrete rejected (delivery notes 5020-0922, 5021-0922); resumption planned 23 Sept. Notice of disruption under § 6 (1) VOB/B from shell A received in writing at 12:05 (attachment 38-1)	From–to, affected work, traces of consequential cost (rejections) and the notice with time — the entry quantifies the disruption without judging it.
Work done	Shell A: slab formwork grid lines 5–8 continued (until 10:50), reinforcement grid lines 1–3 covered with sheeting	What was achieved despite the disruption belongs in just as much.
Deliveries	10:35 ready-mixed concrete C30/37, 8 m³, delivery note 5019-0922, placed; 11:05 and 11:30 8 m³ each, delivery notes 5020/5021-0922, rejected (rain)	Rejected deliveries with numbers: exactly these invoices will be disputed later.
Instruction	No. 06 to shell A, 11:25: cover fresh concrete grid line 1 against rain, ensure curing; deadline immediately; photo 124	Addressee, time, content, deadline, photo — an oral instruction thus becomes a documented direction.
Remark (external)	Construction schedule will be updated after the concrete pour resumes (as of 23 Sept)	The external version states the fact; the cost consequence is in the internal part.

SECTION	ENTRY IN THE REPORT	WHY IT COUNTS
Remark (internal)	(i) Clarify cost consequence of the rejections: ordered by shell A despite rain forecast — responsibility open	The assessment stays internal until it is clarified; in the diary it is dated, not backdated.

Site day 39 — Wednesday, 23 Sept 2026: instruction and near miss

Concrete pour caught up, an opening changed on instruction, a missing fall guard discovered. Three entries, each of which justifies a file of its own.

SECTION	ENTRY IN THE REPORT	WHY IT COUNTS
Weather	morning 5 °C, midday 12 °C, dry, light wind (weather service, Musterstadt station)	Substantiates that the pour on 23 Sept was possible without weather risk.
Inspection	08:00 inspection with the client's representative (building management office) and shell foreman A: reinforcement grid lines 1–3 checked after rain, sheeting removed, approved; photos 126–129	Renewed approval after the interruption — without it the pour would have no documented starting condition.
Instruction	No. 07 to shell A, 08:20: form opening D-07 (slab above ground floor, grid 3/B) before pouring to drawing S-203 revision c (structural engineer's answer of 22 Sept on file, attachment 39-1); deadline before start of pour; photo 130	Drawing revision and the attachment make the instruction unambiguous — a later variation claim can be measured against it.
Work done	Shell A: concrete pour slab above ground floor grid lines 1–3, 48 m³ C30/37, 09:30–13:10; cube samples no. 12–14 taken; slab formwork grid lines 5–8 complete	Quantity, period and sample numbers: for later questions about the concrete this is the only link between sample and element.
Incident	10:40 near miss: fall guard at stairwell opening 1st floor missing, skilled worker shell A slipped, not injured; immediate action guardrail added 10:55, photo 131; reported to safety coordinator 11:10	Time, sequence without names, immediate action, report — complete and without blame.
Deliveries	09:20–12:40 ready-mixed concrete 6 trucks of 8 m³ each, delivery notes 5031–5036-0923, all placed	Truck sequence and numbers confirm the quantity placed.
Remark (internal)	(i) Fall guard: shell A reminded of its duty to provide protection under the site safety regulations; daily check until end of shell construction	The consequence is documented — and the checking rhythm against which site supervision itself will be measured.
Photos / approval	Photos 126–138; prepared 23 Sept 2026 16:50, approved 23 Sept 2026 17:20; external version sent to client 17:30 via system	Time and channel of dispatch: the client cannot later claim to have known nothing about the near miss.

Sources and legal basis

- HOAI, Annex 10 — No. 10.1, service phase 8, letter e: documentation of the construction process (e.g. site diary) — https://www.gesetze-im-internet.de/hoai_2013/anlage_10.html
- VOB/B (2016 edition), official text of the BMW SB — § 4 (1) no. 3 (client's instructions), § 6 (1) (notice of disruption), § 15 (3) (daywork sheets) — https://www.bmwsb.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/bauen/vob-teil-b.pdf?__blob=publicationFile&v=1
- § 650b BGB — Modification of the contract; the client's right to issue instructions — https://www.gesetze-im-internet.de/bgb/__650b.html

Legal framework: Germany (HOAI, VOB/B, BGB). Deviating contractual agreements take precedence. This working aid is no substitute for legal advice in the individual case.