

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

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<https://openexperience.de/en/wissen/bautagebuch-vorlage/>

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.

Notes on use

- **Every site day, on the same day**

The report is written on site or immediately afterwards — not on Friday for the whole week. The date of creation is the most important proof of continuity.

- **Facts, not judgements**

"Window sash does not close, gasket crushed" instead of "window installed defectively". What was visible, when and where — causes and blame do not belong in the diary.

- **Times for everything that triggers deadlines**

Disruptions, instructions, deliveries, accidents: the time is what turns the entry into evidence later. A disruption without start and end can hardly be quantified.

- **Number the photos and cite them**

Every entry that has a photo cites its number. That keeps the report tied to the image archive — even when both are searched for separately in five years' time.

- **Keep internal and external apart**

Cost assessments, queries to specialist designers and your own judgements belong in the internal part. The external version for the client contains facts. The template has a marker per report for this; anyone keeping both in one form marks internal lines with "(i)".

Continuous, prompt, linked — these three properties separate a piece of evidence from a recollection.

Tick the boxes marked ☐; the grey hints in the fields say what belongs there and are overwritten.

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.

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 BMWStB — § 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.

Part 1 — Header of the daily report

Assigns the report to the project and the day. The consecutive number reveals gaps immediately.

PROJECT

[Name, address, project number]

SITE DAY

No. [consecutive] — [weekday], [date]; working hours on site from [time] to [time]

REPORT TYPE

☐ Daily report (all trades) ☐ Partial report trade [trade] ☐ Subcontractor report
[company]

VERSION

☐ internal (with assessments and queries) ☐ external (version for the client) — version
[no.], as of [date, time]

PREPARED BY

[Name, function, e.g. site supervision / contractor's site manager]

Part 2 — Weather

The weather explains progress and disruptions. Measured values beat impressions; an official weather source as an attachment is worth its weight in gold in a dispute.

TEMPERATURE

morning [°C] · midday [°C] · afternoon [°C] (source: ☐ on-site measurement ☐ weather
service [name])

PRECIPITATION AND WIND

☐ dry ☐ rain from [time] to [time] ☐ snow ☐ frost ☐ storm/wind [force]

EFFECT ON THE WORKS

[Which works were stopped or restricted, from when, with what reasoning — reference to
Part 7 if a disruption was notified]

Part 3 — Site staffing

Who was there with how many people? Headcount later substantiates progress, the consequences of disruptions and daywork.

COMPANY / TRADE	PERSONS	OF WHICH SUPERVISORS (FOREMAN, CHARGEHAND)	ACTIVITY / WORK LOCATION	REMARK

Part 4 — Inspections and meetings

Every inspection with time, participants in their role and the outcome. Approvals before elements are closed up belong here — with photo number.

TIME	OCCASION	PARTICIPANTS (ROLE)	OUTCOME / APPROVAL	PHOTO NO.

Part 5 — Work done today

What was carried out today and where? With location and quantity, the state of progress can later be traced day by day — the basis of every discussion about construction time.

TRADE	WORK	LOCATION / ELEMENT / GRID LINE	QUANTITY	REMARK

Part 6 — Equipment and deliveries

Major plant with operating time, deliveries with time and delivery note number. Both substantiate the construction sequence, standstills and quantities.

TYPE	DESCRIPTION	NUMBER / QUANTITY	TIME OR OPERATION FROM-TO	DELIVERY NOTE NO. / REMARK

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Part 7 — Disruptions and stoppages

The section with the highest value in dispute. Start, end, cause, affected works — and whether a notice of disruption under § 6 (1) VOB/B was given. The diary entry does not replace the notice.

FROM – TO	TYPE / CAUSE	AFFECTED WORKS AND COMPANIES	NOTICE UNDER § 6 VOB/B	REMARK / ATTACHMENT

Part 8 — Instructions, directions, decisions

Instructions by the client (§ 4 (1) no. 3 VOB/B) and decisions by site supervision with addressee, drawing reference and deadline. Given orally, recorded here in writing — in a dispute that is the only trace.

NO.	ADDRESSEE	CONTENT (WITH DRAWING REVISION)	DEADLINE	PHOTO / ATTACHMENT

Part 9 — Special incidents, safety, samples

Accidents and near misses, occupational safety, samples and tests, visits by authorities — everything that does not fit the tables but will be asked about later.

ACCIDENTS / NEAR MISSES

[Time, persons involved (role), sequence of events, immediate action, reported to — ☐ none]

OCCUPATIONAL SAFETY

[Deficiencies found, actions taken, reported to the safety coordinator — ☐ no findings]

SAMPLES AND TESTS

[e.g. concrete cube no., leak test, measurement record — with attachment no.]

PHOTOS OF THE DAY

No. [from] to [to] — storage location [project file / system]

OTHER

[Visits by authorities, neighbour complaints, theft, vandalism — time and report]

Part 10 — Approval and distribution

The report is finished when it has been approved and distributed. A new version never replaces the old one — it is added to it.

PREPARED

[Name, function] — [date, time] , signature

APPROVED

[Name, function] — [date] , signature ☐ version [no.] supersedes version [no.] (reason: [correction])

DISTRIBUTION

☐ Project file ☐ Client (external version) ☐ Subcontractor [company] — sent on [date] , by [e-mail / system / hand-over]

ATTACHMENTS

☐ Photos ☐ Delivery notes ☐ Notice of disruption ☐ Daywork sheets (§ 15 (3) VOB/B) ☐ Measurement records ☐ [others]