

Site Diary

Record a day on site while it is happening, because delay, weather and verbal instructions all become arguments later and are trivial to note now.

One day on site: who was there, what was done, what the weather did, and what held things up.

WRITTEN ON THE DAY, OR NOT AT ALL

A site diary is the cheapest evidence there is. Delay, weather, a late delivery and a visit from someone who told you to stop are all arguments later, and all trivial to record on the day.

Project

Date

Day

Weather

Recorded by

ON SITE TODAY

Company or trade	Number of people	Hours	Working on	Plant on site

DELIVERIES, VISITORS AND INSTRUCTIONS

Time	Who or what	Detail	Signed for or noted by

DELAYS, PROBLEMS AND ANYTHING TOLD TO YOU VERBALLY