**Daily Report – Attendance and Work Description**

**Project**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contractor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Work**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Position**: **W** = Worker / **S** = Supervisor / **O** = Owner / **A1** = 1st Year Apprentice / **A2** = 2nd+ Year Apprentice) (**Trade**: Carpenter, Glazier, Operator, etc.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Employee Name *Please Print*** | **Position** | **Trade** | **Work Description and Work Location** | **Time In** | **Time Out** | **Signature** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_ | Page \_\_\_\_\_ of \_\_\_\_\_ |