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SITE DIARY / DAILY LOG

PROJECT DETAILS

Project:	Two-Storey Rear Extension
Location:	Maidenhead
Date:	Thursday, 15 October 2026
Log Reference:	DD-001
Site Manager / Agent:	
Contract Reference:	

1. WEATHER CONDITIONS

Time	Conditions	Temperature	Wind	Impact on Works
Morning	Cold and showery	9°C	Moderate	Minimal — works proceeded
Afternoon	Cold and showery	9°C	Moderate	Minimal — works proceeded

Overall Assessment: Weather conditions were manageable and did not prevent works from being carried out. Cold temperatures noted; concrete pour monitored accordingly for curing conditions.

2. WORKFORCE ON SITE

No.	Trade / Role	Hours on Site	Remarks
1	Groundworker	Full day	Foundation strip works
2	Groundworker	Full day	Foundation strip works
3	Bricklayer	Full day	On site, mobilising ahead of brickwork commencing
4	Labourer	Full day	General labouring, assisting with pour and housekeeping

Total Operatives on Site: 4

3. PLANT AND EQUIPMENT ON SITE

Item	Purpose	Status
Concrete pump / chute	Placing of concrete to foundation strip	In use — morning session
Poker vibrator	Compaction of concrete during pour	In use — morning session
Dumper / barrow	Material movement around site	In use throughout day
Scaffold structure	Access and working platform	Inspected and signed off (see Section 7)
Skip	Waste removal and management	Collected and replaced (see Section 6)



4. WORK CARRIED OUT

4.1 Foundation Strip — Concrete Pour

- Ready-mix concrete delivery arrived on site at **09:00**; delivery note checked and accepted.
- Concrete specification confirmed prior to pour commencing.
- Foundation strip concrete pour carried out by the two groundworkers with assistance from the labourer.
- Pour completed at approximately **11:00**.
- Concrete finished and levelled; surface protected following completion.
- Cold weather noted at time of pour (9°C); curing conditions considered adequate. Operative to monitor overnight temperatures.

4.2 General Site Activities

- Bricklayer on site; preparatory works carried out in advance of brickwork commencing following the concrete cure period.
- General tidying and site housekeeping carried out by labourer throughout the day.
- Skip exchanged — full skip collected by contractor and replaced with empty unit.

5. DELIVERIES

Time	Supplier / Item	Quantity	Delivery Note No.	Received By	Remarks
09:00	Ready-mix concrete — foundation strip	As per order	To be filed	Site operative	Accepted; pour commenced immediately
Awaited (PM)	Bricks / facing materials	As ordered	Pending	—	Delivery not received by end of working day; see Section 9 (Delays)

6. VISITORS TO SITE

Time	Name / Organisation	Purpose of Visit	Outcome
14:00	Building Control Officer — Local Authority	Footing inspection — statutory inspection stage	Passed. Footings approved. Work may proceed to next stage following adequate concrete cure period.

Building Control inspection record to be retained on file. Confirmation of approval to be obtained in writing from the Local Authority.

7. INSTRUCTIONS RECEIVED

Ref.	From	Instruction	Action Required
—	Building Control Officer	Footings approved; proceed to next stage following concrete cure	Await adequate cure period before commencing brickwork to DPC level

No formal written site instructions or architect's instructions received on this date.

8. SAFETY OBSERVATIONS

8.1 Scaffold Inspection

- Scaffold structure on site was formally inspected on **15 October 2026**.
- Inspection carried out in accordance with the **Work at Height Regulations 2005**.
- Scaffold **signed off as safe** following inspection.
- Inspection record retained on site within the scaffold register.



8.2 General Safety

Observation	Category	Action Taken
PPE — all operatives wearing hard hats, hi-vis, and steel-toecapped boots	Positive observation	No action required
Concrete delivery vehicle — banksman deployed during reversing manoeuvre	Positive observation	No action required
Site perimeter hoarding checked — secure and in good condition	Positive observation	No further action
Skip area kept clear and accessible	Positive observation	No action required

8.3 Accidents and Near Misses

>  **No accidents, incidents, or near misses recorded on this date.**

Accident book remains on site and up to date.

9. DELAYS

Ref.	Description	Cause	Duration	Responsibility	Recovery Action
D-001	Brick delivery not received during afternoon session	Supplier delay — delivery not fulfilled as scheduled	Approximately 2–3 hours of productive bricklaying time lost	Supplier / subcontractor	Delivery to be rescheduled as a matter of priority; supplier to be contacted first thing on 16 October 2026 to confirm revised delivery slot

Note: The delay to the brick delivery has the potential to impact the programme if not resolved promptly. This matter will be monitored and escalated if the delivery is not confirmed for 16 October 2026.

10. PROGRAMME STATUS

Foundation strip concrete pour:	 Completed as planned
Building Control footing inspection:	 Passed
Scaffold inspection:	 Signed off
Brickwork commencement:	 Pending concrete cure and brick delivery
Overall programme status:	Minor delay risk due to brick delivery; otherwise on programme

11. ADDITIONAL NOTES

- Overnight temperature to be monitored given forecast cold conditions. If temperatures are expected to fall below **2°C**, appropriate protection measures for the fresh concrete shall be considered.
- Brick delivery to be chased first thing on 16 October 2026.
- Building Control approval confirmation to be filed with contract documents once received in writing.

12. SIGN-OFF

Completed by:	
Role:	Site Manager
Date:	15 October 2026
Signature:	



This document forms part of the official site records for this project. All entries are a true and accurate record of site activities on the date stated. This diary shall be retained for the duration of the project and for a minimum period of six years following practical completion.

Document Reference: Site Diary — 15/10/2026 | Version 1.0