

Daily Site Report

Sample daily site reporting template for FM teams — FM Reports

Site / Building: _____ Date: _____

Shift: _____ Prepared by: _____

Activities Log

Time	Activity	Location	Status

Issues / Observations

[List any faults, complaints, or observations noted during the shift, including follow-up actions required.]

Sign-off

Role	Name	Signature	Date
Prepared by			
Reviewed by			