



Daily Field Report / Fictional sample

Cedar Ridge / Crew 04 / No actual project or safety attestation. Template confidentiality and retention text is illustrative only.

EMPLOYEE COMPLETING DFR	EMAIL	CONSTRUCTION DATE
Crew 04 Foreman (sample)	crew04@example.invalid	2026-09-24

01 · SITE

SITE NAME		CONSTRUCTION MANAGER	
Cedar Ridge / Site 024 (fictional)		Construction manager (sample)	
CLIENT	CARRIER	SCOPE OF WORK	TOWER OWNER
Sample client	Sample carrier	Antenna modernization	Sample tower owner

02 · CREW MEMBERS ON SITE

#	CREW MEMBER	ROLE
1	Crew 04 / Foreman (sample)	Foreman
2	Crew 04 / Technician 1 (sample)	Crew Member
3	Crew 04 / Technician 2 (sample)	Crew Member
4	Crew 04 / Technician 3 (sample)	Crew Member

03 · WORK PERFORMED

DAY OF CONSTRUCTION

1

DESCRIBE WORK PLAN COMPLETED ON SITE

Crew 04 completed antenna replacement across three sectors and cable labeling against the approved schedule. Grounding upgrades remain open. This is fictional demonstration data, not a record of actual work.

DESCRIBE ISSUES ON SITE

Grounding blocked: zero of six required grounding kits received on site. The planner selected antenna replacement and cable labeling as other ready work for Day 1. Materials coordinator owns confirmation of kit receipt.

04 · WORK PLAN & NEXT DAY

Was Work Plan Completed? ☐ Yes ☒ No



DESCRIBE WORK PLAN FOR NEXT DAY

Day 2: grounding upgrades, conditional on confirmed receipt of all six kits and a new readiness check. Record grounding photos and test results for office review. Client acceptance remains pending.

05 · MATERIAL / EQUIPMENT NEEDS

Material/Equipment Needs ☒ Yes ☐ No

IF YES, DESCRIBE MATERIAL/EQUIPMENT NEEDED

Six grounding kits required at Cedar Ridge. A vendor delivery promise is not confirmed site receipt.

06 · DELIVERABLES / CLOSEOUT

☒ JHA ☒ DAILY PHOTOS UPLOADED
☒ SERIAL NUMBER PHOTOS ☐ AAT

07 · CREW TIMES

CREW START TIME
7:00 AM CDT

CREW END TIME
4:00 PM CDT

08 · SIGNATURES

RESPONSIBILITY	PRINT NAME	SIGNATURE	DATE
APPROVED BY	Office reviewer (sample)		2026-09-25 9:00 AM CDT
FOREMAN	Crew 04 / Foreman (sample)		
CREW MEMBER	Crew 04 / Technician 1 (sample)		
CREW MEMBER	Crew 04 / Technician 2 (sample)		
CREW MEMBER	Crew 04 / Technician 3 (sample)		