

Daily Field Report Template

Module 5 | AI for Contractors Course | ITech Plus

Use this template for daily field reports. Your crew fills in the basics, AI formats the rest.

Daily Field Report

Date: _____

Project Name: _____

Project Address: _____

Weather: _____ Temperature: _____

Report By: _____

Crew On Site

Name	Trade	Hours	Notes

Work Completed Today

1. _____

2. _____

3. _____

Issues / Delays

Safety Observations

Photos Taken (Y/N): _____ Number of Photos: _____

Voice Note Prompt for AI

Record a 60-second voice note at the end of the day using this script. AI will turn it into a formatted report:

"Today is [date]. We are on the [project name] site. Weather was [conditions]. We had [number] guys on site. Today we completed [list what got done]. We ran into [any issues or delays]. Tomorrow we plan to [next day plan]. Safety note: [anything to flag]. That is it."