|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Company Name** | **Daily Site Delay Report** | | | | |
| A blue hexagon with a black circle  AI-generated content may be incorrect. |
|  | **Company Address** |
|  | **Email** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Daily Site Delay Report Date: | |  | Project Name: | |  |  |
|  | 16/04/2025 |  |  | Downtown Tower Expansion | | |
| Site Location: |  |  | Project Number: | |  |  |
|  | Plot 24, Marina District | |  | A-622 |  |  |
|  |  |  |  |  |  |  |
| Weather Conditions: | |  |  |  |  |  |
|  | Cloudy, light rain in the morning | | |  |  |  |
| Delay Incident Time | |  |  |  |  |  |
|  | : 08:30 AM |  |  |  |  |  |
| Affected Activity: | |  |  |  |  |  |
|  | Steel Frame Erection | |  |  |  |  |
| Cause of Delay: |  |  |  |  |  |  |
|  | Crane malfunction |  |  |  |  |  |
| Impact on Schedule: | |  |  |  |  |  |
|  | Loss of 1 full working day | |  |  |  |  |
| Responsibility: |  |  |  |  |  |  |
|  | Main Contractor / Crane Maintenance | | |  |  |  |
| Corrective Action Taken: | |  |  |  |  |  |
|  | Requested crane technician, work resumed at 1:00 PM | | | | |  |
| Remarks (Safety, Environment, others): | | |  |  |  |  |
|  | No safety incidents. Temporary rescheduling of adjacent tasks initiated. | | | | | |
|  |  |  |  |  |  |  |
| This delay report is a subsection of the broader **Daily Site Report** and should be completed whenever an incident impacts the project schedule. To ensure proper tracking and escalation, a summary of all recorded delays should be compiled and included in **periodic reports**, such as **weekly**, **bi-weekly**, or **monthly progress reports**. This provides project stakeholders with a clear overview of disruptions, their causes, and any associated Extension of Time (EOT) claims, supporting better decision-making and contractual compliance. | | | | | | |