

DAILY ACTIVITY REPORT

DATE: _____

STORM NAME: _____

SCHOOL NAME: _____

BUILDING # / ROOM # : _____

TASK(S) PERFORMED: _____

MAINTENANCE DEPARTMENT WORK ORDER #:

LABOR						
NAME	JOB TITLE	HOURS		HOURLY RATE		SOCIAL SECURITY NUM.
		REG	OT	REG	OT	

EQUIPMENT USED				
DESC. OF EQUIP.	OWNED	RENTED	HOURS USED	COST OF EQUIP./MAT.

VEHICLES USED						
VEH. NUMBER	MILEAGE		TOTAL	NO. HOURS USED	DESCRIPTION OF VEH. CYL, TCN, HP, ETC.	TOTAL
	START	END				

MATERIALS USED				
DESCRIPTION OF MAT.	AMOUNT USED	COST	INVOICE NO. FOR MAT.	TOTAL