Site Diary

Hollins & Reed Contracting Ltd

Date	Project	Job number	Weather am	Weather pm
15 Sep 2026	Office fit-out, Unit 3	HR-2402	Dry, 16°C	Dry, 18°C

Trades on site	Company	No.	Hours
Site manager	Hollins & Reed Contracting Ltd	1	9
Electricians	Hollins & Reed Electrical Ltd	3	8
Plumbers	Hollins & Reed Plumbing Ltd	2	8
Heating engineers	Hollins & Reed Heating Ltd	2	8
Ceiling fixers	Hollins & Reed Interiors Ltd	3	8
Decorators	Hollins & Reed Decorating Ltd	2	8
Total on site	People and hours	13	105

Area	Work carried out
Open office	Ceiling fixers: finished the last of the grid by 08:30. Carried the tiles up 11:30 to 12:00. Laid them 12:30 to 16:30, 96 m² of the 140 m². 44 m² left for tomorrow.
Open office	Electricians: second fix of floor boxes, 18 of 24 done.
Open office	Heating engineers: hung 6 of 8 radiators. Pressure test tomorrow, once the last 2 are on.
Meeting room	Electricians: moved 2 double sockets as instructed, 13:00 to 14:30, 2 men, 3 hours in all.
Meeting room	Decorators: mist coat on the south and west walls. East and north walls left until tomorrow, for the 2 sockets moved between them.
Kitchen	Plumbers: fixed sink, taps and water heater. Tested at 15:00, no leaks.
Corridor	Decorators: first coat on the walls.

Hold-ups

Ceiling tiles due by 08:00, arrived 11:30, ticket M 20577 from Hollins & Reed Builders Merchants Ltd. I rang them at 08:20 and they gave 11:30, so I told the client's agent at 08:40.

Cost of the wait, 08:30 to 11:30: 3 hours each for the 3 ceiling fixers, 9 hours in all. No other work for them on this floor until the tiles came. The ceiling was due to finish today and now finishes tomorrow morning. Handover on 9 October still holds.

Instruction: at 10:15 the client's agent asked for 2 double sockets in the meeting room to move from the east wall to the north wall. I confirmed it by email at 10:40. Cost to follow: 3 hours for the electricians, making good the old and new socket positions, and 2 walls painted a day later.

Signed	Name	Date
signed	Dan Hollins	15 September 2026

Worked example of a made-up job. Not a record of real work.