Weekly Site Diary

Hollins & Reed Contracting Ltd

Week commencing	Project	Job number
Monday 14 September 2026	**Re-roof, House 6**	**HR-2415**

Day	Work carried out	Labour on site	Weather	Delays and instructions
Monday	Scaffold inspected 07:15 to 08:00, before anyone went up, tag signed. Stripped rear slope, checked rafters, underlay and battens on before leaving. Tiles delivered 11:00, stacked by the scaffold.	Hollins & Reed Roofing Ltd: roofers 4, labourer 1, 8 hours. Hollins & Reed Scaffolding Ltd: inspector 1, 0.75 hours.	Dry, cloudy, 19°C. Wind 12 mph mean	None
Tuesday	Stripped front slope, underlay and battens on before leaving. Both slopes now covered. Old tiles down the chute to the skip.	Hollins & Reed Roofing Ltd: roofers 4, labourer 1, 8 hours	Dry, breezy, 18°C. Wind 15 mph mean	None
Wednesday	No roof work. Checked underlay and battens from the scaffold at 08:00, all secure. Came down when the wind rose. Scaffold out of use until inspected. Stood down at 09:30.	Hollins & Reed Roofing Ltd: roofers 4, labourer 1, 1.5 hours	Showers, 16°C. Wind at the eaves 25 mph mean, gusts 38 mph at 09:00	Lost day 1. Over our stop limit of 23 mph mean, gusting 35 mph. Client told by email at 09:40.
Thursday	No roof work. Nobody on the scaffold, still out of use. Looked over the roof from the ground at 08:00, nothing lifted. Stood down at 08:30.	Hollins & Reed Roofing Ltd: roofers 4, labourer 1, 0.5 hours	Rain am, 15°C. Wind read from the ground 27 mph mean, gusts 41 mph at 08:00	Lost day 2. Same limit. Client told by email at 08:45. Finish now 2 working days later.
Friday	Scaffold inspected 07:15 to 08:00 after the wind, before anyone went up, tag signed. Underlay and battens checked, none lifted, no water in. Tiles loaded out evenly. Tiled the rear slope. Front slope stays covered.	Hollins & Reed Roofing Ltd: roofers 4, labourer 1, 8 hours. Hollins & Reed Scaffolding Ltd: inspector 1, 0.75 hours.	Dry, bright, 17°C. Wind 13 mph mean	None

Signed	Date
signed	**18 September 2026**

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