**Daily Activity Report**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building # / Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAINTENANCE DEPARTMENT WORK ORDER#**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LABOR** | | | | | | |
| **Name** | **Job Title** | **Hours** | | **Hourly Rate** | | **Social Security Number** |
| **REG** | **OT** | **REG** | **OT** |  |
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| --- | --- | --- | --- | --- |
| **EQUIPMENT USE** | | | | |
| **Desc of Equip** | **Owned** | **Rented** | **Hours Used** | **Cost Of Equipment** |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **MATERIALS USED** | | | | |
| **Description of Mat** | **Amount Used** | **Cost** | **Invoice No** | **Total** |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **VEHICLES USED** | | | | | | |
| **Veh. Number** | **Milage** | | **Total** | **No. of Hours** | **Description Of VEH.CLY.TCN.HP.etc** | **TOTAL** |
| **Start** | **End** |
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