

# Daily Log

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## Instructor Setup

1. Create the projects needed for the scenarios
2. Assign student(s) to project(s).
3. If leveraging mobile devices, download the Procore app.
4. The following logs should be turned on in student projects: Manpower, Notes, Accidents, Visitors, Observed Weather Conditions, Photos, Delay
5. Encourage students to complete the survey once they have completed the required scenarios. *(QR code to survey included on last page)*

## Things to Consider

- This exercise can be completed in Procore on the web or on a mobile device. Mobile will more accurately reflect how Procore is used in the field
- There is only one Daily Log per project.
  - If all students will be working out of one project, think about assigning students different dates to complete the scenarios. Be sure to use a date in the past, as entries cannot be created for days in the future. Consider enabling the “Created By” setting.
  - To keep student group work separated, they will each need a separate project.
- *Optional:* Have photos preloaded available in the photos tool so students do not need to upload their own.
- Scenario 1 (Optional) asks students to use the Schedule tool
- Scenario 2 (Optional) asks students to use the Incidents tool
- Scenario 3 asks students to create a Change Event
- Times listed are estimates and can vary depending on student groups.

**Recommended Student Permissions**

- **Daily Log: Admin**

*Note that this would not be the case on commercial job sites, however, it's easiest if all students have Admin permission level for the Daily Log tool for these scenarios.*

- **Schedule (Optional): Standard or Admin**
- **Incidents (Optional): Standard or Admin**
- **Change Events: Standard or Admin**

Roles Involved-

General Contractor - Superintendent

Specialty Contractor - Foreman

*(Supplier, inspector, owner, and architect are reference roles)*

## Scenario 1 | Drywall Dilemma (~15 min)

Progress on the residential build you are a part of is coming along well! Today, the concrete contractor will be onsite working on the sidewalk on the west end of the home. Materials are scheduled to be dropped on site at 9 AM. The drywall should be completed by lunch since the project manager is scheduled to visit the site at 1 PM for an internal inspection. Upon inspection your team finds that the drywall joints are too tight in the living room. Drywall should always have a 1/8th space between the sheets. If not, it can lead to cracked drywall joints or broken drywall, so it must be reinstalled. Their rework will cause a delay.

What now?

Day-to-day operations:

**General Contractor - Superintendent** is responsible for Daily Log entries to cover weather conditions, notes, and photos.

**Specialty Contractor - Foreman (concrete)** is responsible for Daily Log entries to cover their employee time, notes, and deliveries.

### General Contractor - Superintendent

In addition to the typical daily responsibilities, log the day's happenings to keep a record of events for the day. Decide which logs are most appropriate for this. Provide as much information as possible including photos and descriptions as needed.

Optional (Web Only)

General Contractor - Superintendent requests a schedule change to account for the lost time spent correcting the drywall errors. The architect rejected this request because this was the fault of the drywall specialty contractor.

Reference [support.procore.com](http://support.procore.com) if you get stuck to find support articles that will help walk you through processes in Procore.

## Scenario 2 | Fence Fiasco (~20 min)

Teams are onsite today at a new residential project that is just breaking ground. Suddenly, you hear a crash! One of the earthwork specialty contractors fired up their new tractor and somehow it ended up through the neighbors fence.

What now?

Day-to-day operations:

**General Contractor - Superintendent** is responsible for Daily Log entries to cover weather conditions, notes, and photos.

**Specialty Contractor - Foreman** is responsible for Daily Log entries to cover their employee time, notes, and deliveries.

### General Contractor - Superintendent

In addition to the typical daily responsibilities, add a log to account for all damages. Be sure to make a note of the condition of the fence. This includes images and time stamps to ensure that any future financial obligations will only cover the cost of the portion of fence that was damaged, not the entire fence.

### OPTIONAL: General Contractor - Superintendent

Follow up with a record of the accident in the Incidents tool for further backup documentation. Be sure to collect a witness statement from the specialty contractor.

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**Scenario 3 | Concrete Changes (~25 min)**

It's a busy day on your jobsite! At 8 AM you are expecting an inspector to arrive on the jobsite to assess the location of the concrete pour for quality and safety risks. After lunch, the owner and architect are scheduled to show up to discuss a potential change with the following day's concrete pour. After some discussion, the owner and architect have decided to upgrade the driveway and walkway to the front door from a standard pour to stamped concrete. This will be an added cost.

What now?

Day-to-day operations:

**General Contractor - Superintendent** is responsible for Daily Log entries to cover weather conditions, notes, and photos.

**Specialty Contractor - Foreman** is responsible for Daily Log entries to cover their employee time, notes, and deliveries.

**General Contractor - Superintendent**

In addition to the above daily responsibilities, complete a Daily Log entry noting who showed up, when, and any other relevant information.

**OPTIONAL: General Contractor - Superintendent:** create a Change Event to document the owner and architect's proposed changes, request a quote from the Specialty Contractor and work with the owner to determine next steps.

Reference [support.procore.com](http://support.procore.com) if you get stuck to find support articles that will help walk you through processes in Procore.

*Let the Procore.org team know what you thought of this activity. Use a smartphone or tablet to scan the QR Code below. Complete the survey and be entered to win Procore swag!*

