

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 | |
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| EQUIPMENT USED | | | | |
|-----------------|-------|--------|------------|---------------------|
| DESC. OF EQUIP. | OWNED | RENTED | HOURS USED | COST OF EQUIP./MAT. |
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| VEHICLES USED | | | | | | |
|---------------|---------|-----|-------|----------------|---|-------|
| VEH. NUMBER | MILEAGE | | TOTAL | NO. HOURS USED | DESCRIPTION OF VEH. CYL, TCN, HP, ETC. | TOTAL |
| | START | END | | | | |
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| MATERIALS USED | | | | |
|---------------------|-------------|------|----------------------|-------|
| DESCRIPTION OF MAT. | AMOUNT USED | COST | INVOICE NO. FOR MAT. | TOTAL |
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| SUPERVISOR | DIRECTOR | DATE |
|------------|----------|------|
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