Gibbs & Register, Inc.

FOREMAN'S DAILY EQUIPMENT REPORT

Foreman/Crew: FOREMAN'S NAME **Date:** _____

Day of the Week: _____

Job No: _____ **Job Name:** _____

Job No: **Job Name:**

LIST ALL EQUIPMENT ON JOBSITE (EVEN IF NOT OPERATED).

If equipment is not operated at all today, place 8 hours under IDLE.

Equipment is only stored when not in use for the entire week. List as idle- Adjustment will be made by Accounting.

FILL IN *HE/ RPO* EQUIPMENT NUMBER BELOW (*Example: Write in 530 for the HE530 Cat314c)*	EQUIPMENT HOURS USAGE						IDLE HRS	DOWN HRS	TOTAL HRS
	Job #	Job #	Job#	Job#	Job#	Job#	8 MINUS USED HOURS	8 MINUS USED HOURS ***EXPLAIN BELOW	MUST TOTAL 8 HOURS
	Code	Code	Code	Code	Code	Code			
Rental Equipment:									

EQUIPMENT DOWN TIME EXPLANATION:	Foreman's Approval:
DAMAGED EQUIPMENT DESCRIPTION:	**Superintendent's Approval**