

Daily Crew Task List Template

Use this one-page starting point for a small crew's daily work. Print it without signing up, or copy only the useful tasks into a Turnboards board when the list needs to travel between the shop, office, and job site.

PRINTABLE WORKSHEET

Day and job details

- ☐ Date: _____
- ☐ Crew lead: _____
- ☐ Job or route: _____
- ☐ Location: _____
- ☐ Start-of-day safety or access note: _____

Task 1

- ☐ Work item: _____
- ☐ Owner: _____
- ☐ Job/location: _____
- ☐ Notes or materials: _____
- ☐ Status: Backlog / Active / Complete
- ☐ Completion check: _____

Task 2

- ☐ Work item: _____
- ☐ Owner: _____
- ☐ Job/location: _____
- ☐ Notes or materials: _____
- ☐ Status: Backlog / Active / Complete
- ☐ Completion check: _____

Task 3 and end-of-day handoff

- ☐ Work item and owner: _____
- ☐ Job/location: _____
- ☐ Notes or materials: _____
- ☐ Status: Backlog / Active / Complete
- ☐ Incomplete work moved to tomorrow: _____
- ☐ Crew-lead review: _____

Customize this task sheet for the actual job and local requirements. It is not a schedule, inspection, safety program, compliance record, estimate, invoice, or formal work order.