



Daily Sign-Off Sheet (DSO)

(Team leader MUST upload to Smartsheet APP at end of each day)

Customer: _____

Job Site: _____

Date: ____ / ____ / 20____ Location of works: _____

One task per person per line.

Worker Name	Task	Start	Finish	Breaks	Total
		__:__	__:__	__:__	__:__
		__:__	__:__	__:__	__:__
		__:__	__:__	__:__	__:__
		__:__	__:__	__:__	__:__
		__:__	__:__	__:__	__:__

TOTAL Labour (from above) __:__

Grouting: _____ metres Panels: _____ Dowel Holes: _____ Materials Used: _____

Patching: _____ bags used Remove & stack props: _____

Internal Joint Sealing: _____ metres (Product _____)

External Joint Sealing: _____ metres (Product _____)

Other/comments/extras: _____

Client name: _____

Signature: _____ (Team Leader to sign if no one on site)

