

Daily winter log sheet (sample)

Use this sample activity log to create your own log sheet to accurately measure winter maintenance activities and monitor the implementation of best practices. Tailor as needed according to circumstances.

Contractor information

- Shift start time: _____
- Shift end time: _____
- Date: _____
- Truck: _____
- Company name: _____
- Staff member name: _____
- Staff member initials: _____

Location information

- Address: _____
- Time in: _____
- Time out: _____

Materials used

- Material type: _____
- Amount: _____

Services performed

- Lot: _____
- Road: _____
- City walk: _____
- Internal walk: _____
- Unit drive and steps: _____

Conditions

- Pavement conditions: _____
- Weather conditions (type): _____
- Weather conditions (amount): _____

Comments

Note unsafe property and site conditions and unusual circumstances as well as anything unusual that arose during shift.

Sample codes

Materials

- S = Salt
- G = Grit / Sand
- M = Melter
- L = Liquid

Services

- P = Plow
- SH = Shovel
- N = None

Pavement conditions

- C = Clear
- SC = Snow Covered (Depth)
- I = Icy

Weather

- CL = Clear
- R = Rain
- FR = Freezing Rain
- SN = Snow (Light / Moderate / Heavy)
- DR = Drifting

Source: Smart About Salt Council