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: _________________________

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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

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