

Daywork sheet template

Record labour, plant and materials used on a dated, instructed item of extra work.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Work and instruction

Project or site *

Record reference *

Record date *

Prepared by *

Work area or asset location *

Instruction reference *

Instruction recorded from *

Work performed *

Work evidence

Photo or attachment references: _____

This sheet records resources used. Record any disputed quantities explicitly. Acknowledgement does not automatically agree rates, valuation or payment entitlement.

Labour

Labour entries

Repeat for each entry.

Person or trade *

Hours worked excluding breaks *

Rate or agreed schedule reference

Notes

Plant

Was plant used? *

☐ Yes ☐ No

Plant entries

Repeat for each entry. Complete when Was plant used? is Yes.

Plant item and reference *

Time or quantity *

Unit *

☐ Hours ☐ Days ☐ Other

Specify unit *

If applicable: Unit is Other.

Rate reference

Materials

Were materials used? *

☐ Yes ☐ No

Material entries

Repeat for each entry. Complete when Were materials used? is Yes.

Material *

Quantity *

Unit *

Delivery or invoice reference

Review and acknowledgement

Resource record review *

☐ Not yet reviewed ☐ Acknowledged ☐ Disputed entries

Entries disputed and reason *

If applicable: Resource record review is Disputed entries.

Reviewed by *

If applicable: Resource record review is not Not yet reviewed.

Review date *

If applicable: Resource record review is not Not yet reviewed.

Reviewer acknowledgement

If applicable: Resource record review is not Not yet reviewed.

Signature: _____

Commercial review notes and separate valuation reference
