

Project Name: B-Line Stations Janitorial and Snow Removal Services

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The Contract Daily Report is to be filled out by the Contractor, reviewed by Company and maintained by the Contracts Administrator. This report requires the Contractor to report manpower, major equipment on site, activities of the day, and any unusual occurrences. The Contracts Administrator or superintendent must review this data daily and concur with the Contractor's report or rebut in writing.

**INTRODUCTION**

The first section contains general information to identifying the contractor, date, shift, work, location, etc. This section must always be completed.

The second section is for listing the Contractor's employee name, employee identification, task completed and hours per general task completed.

The third section "Description of Work Performed Today" should report all major types of work and areas in which work was performed. Contractor will specify equipment used for task completion. All units on site shall be recorded including those units of equipment not working on contract work (such as when the Contractor is utilizing units of equipment for its own benefit and maintenance of its own facilities, etc.)

The fourth section "Remarks by Contractor" is to record any and all unusual or non-routine events which effect maintenance operations, such as interruptions, delays, conflicting instructions, inclement weather, strikes, accidents, and the like. This may include the receipt of a Contract Site Instruction. It may detail a delay occasioned by Company, another Contractor, or the Contractor's own operations. The arrival and departure from site of second tier subcontractors should be noted, as well as major changes in Contractor's methods of operating. This section should record the details of materials received from Company or others, problems with temporary facilities, or agreements as to the use of the equipment or services. Where the remarks in this section outline a problem, they should also state what solution has been proposed or who is responsible for resolving the problem. An absence of any references in the Contract Daily Report to unusual or non-routine events will indicate that there were no such occurrences. The Contractor's responsible representative must sign and date the report, thus placing his remarks (or silence) on record.

The final section of the report is designed for the Contract Administrator or Representative to complete any information missing from the first four sections, indicate any disagreements which Company may have with the Contractor's reporting, or to make comments relevant to the contract. The Contracts Administrator or Representative must sign and date each daily report thereby verifying or rebutting the information supplied in the previous four sections by the Contractor and returning a copy to the Contractor.

**IMPLEMENTATION**

The Contract Daily Report should be completed by the Contractor, for each day (regardless of whether work was performed or not).

Under no circumstances should daily reports be filled out retrospectively.

Daily Reports will be sent to Company every Monday for the previous seven (7) days.

The Contract Daily Report shall not be used in conjunction with, or in back-up to, hours spent in the performance of All-in rate or Time and Material charges.

