



SHEET NUMBER

Daywork sheet

RICS DEFINITION OF PRIME COST OF DAYWORK · THE CONTRACT’S DAYWORK CLAUSE

PROJECT	CLIENT OR MAIN CONTRACTOR	DATE	VARIATION OR INSTRUCTION REFERENCE
INSTRUCTED BY	LOCATION ON SITE	WEATHER	SUPERVISOR

Signed twice: before the work starts, to agree what is to be done, and when it is complete, to confirm the time and resources. The signature records what was done. It does not agree the value, which is priced after at the contract's daywork rates.

Work done

What was done and why it is daywork rather than measured work.

Labour		Each person, their trade or grade, and the hours on this work only. Travel and breaks as the contract treats them.			
NAME	TRADE OR GRADE	START	FINISH	HOURS	OVERTIME

Plant		Each item, owned or hired, and the hours used on this work.	
ITEM	HOURS	HIRE TICKET	

Materials		Each material with the quantity and the delivery ticket or receipt.	
MATERIAL	QTY	TICKET	

SIGNATURES

Before the work, and on completion

The signature records what was done. It does not agree the value, which is priced after at the contract's daywork rates and claimed in the next application for payment.

Signed before the work

The client's representative agrees the work is daywork and what is to be done.

CLIENT'S REPRESENTATIVE	SIGNATURE	TIME	FOR THE CONTRACTOR

Signed on completion

As a record of the time, plant and materials overleaf. Photographs attached.

CLIENT'S REPRESENTATIVE	SIGNATURE	TIME	FOR THE CONTRACTOR

Photographs and notes

What was photographed, and anything the client's representative asked to be recorded.

DAYWORK IS NORMALLY VALUED AT THE RATES AND PERCENTAGES THE CONTRACT ADOPTS, OFTEN THE RICS DEFINITION OF PRIME COST OF DAYWORK. THE SIGNED SHEET IS THE EVIDENCE OF THE HOURS AND RESOURCES; THE PRICING IS DONE IN THE OFFICE AND CLAIMED IN THE NEXT APPLICATION FOR PAYMENT.