



**WEEKLY REPORT OF WORKING DAYS  
For Incentive/Disincentive Clause**

**IMPORTANT!** Whenever the prime or a subcontractor starts or completes work, it shall be so stated on the corresponding daily line below. This also applies when work is resumed after a winter shutdown.

Contract Starting Date \_\_\_\_\_  
 Specified  Approximate  Late

Report No. \_\_\_\_\_  
 Week Ending Sat. \_\_\_\_\_  
 County \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Contract ID No. \_\_\_\_\_

Length of project \_\_\_\_\_ km (miles)  
 Type of Work (If Bridge Give Design No.) \_\_\_\_\_

Contractor \_\_\_\_\_

Phase of Work Reported \_\_\_\_\_  
 Project Completion, Berm Completion, Opening road to traffic, etc.

Days of Week	Date	Controlling Operation		Explanation of Delays	Contractor Working Yes or No	Working Days Charged	Critical Closure Days Charged		
		CPM	Actual						
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Percent of Contract Completed _____					<b>TOTALS FOR THE WEEK</b>				
Percent of Time Used _____					Total Working/Critical Closure Days Used Last Report				
Remarks:					Total Working Days Used To Date				
					Number of Working Days Specified				
					Type of Work			km (miles) or Quantity Complete To Date	Present Complete To Date

Inspector \_\_\_\_\_ DATE \_\_\_\_\_