



**WORKING DAY**

## WEEKLY STATEMENT OF CONTRACT DAYS

Project: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Day / Date	Weather   Weather Conditions, or Other Conditions <sup>1</sup>	Working Day	Non-Working Day	Rain Days   Weather <sup>2</sup>	"Working Day" - No Work Done on Controlling Operation <sup>3</sup>

Working Days on this Report.....  
 Working Days Previously Reported... \_\_\_\_\_  
 Total Working Days to Date.....

Time Extensions	CCO Numbers <sup>#</sup>	Days Approved
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Working Days - Per noted CO No.....  
 Working Days - Previously Change Orders..... \_\_\_\_\_  
 Total Working Days - Change Orders to Date.....

Computation for Completion Date	No. of Days	Numbered Day <sup>5</sup>	Date	Other   Non-Working
1. Notice to Proceed Date:.....				
2. First Working Day:.....				
3. Total Working Days Specified in Contract:.....				
4. Total "Non-Working Days" Specified in Contract <sup>6</sup> .....				
5. Computed Date for Completion: (Line 2 + Line 3 - Line 1).....				
6. Total Time Extensions Days Approved to Date.....				
7. Total Working Days (Controlling Operation) to Date.....				

8.	Subtotal (Line 6 + Line 7).....	
10.	Revised Total Working Days for Contract (Line 3 + Line 8) .....	
11.	Total Non-Working Days to Date.....	
12.	Days contract suspended to Date.....	
13.	Days due to Rain   Weather.....	
14.	Extended Date for Completion (Line 5 + Line 8 + Line 12 + Line 13)	
15.	Total Working Days to Date:.....	
16.	Working Days Remaining in Contract <sup>7</sup> (Line 10 - Line 11): .....	

**Remarks / Controlling Operations / Notes:**

The Contractor will be allowed **fifteen (15) calendar days** in which to protest in writing the correctness of the statement; otherwise the statement shall be deemed to have been accepted by the Contractor as correct:

By: <input style="width: 80%;" type="text"/>	Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 80%;" type="text"/>
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*Distribution: Original (Contractor) | Copies (client, . . . )*

**Footnotes:**

1. When recording nonworking days due to weather, state the reason why the day is unworkable when the weather description itself does not adequately describe conditions. For example, "clear-wet grade" to describe conditions when the weather is clear, but the grade is too wet to work. Do not list days merely as "unworkable", but describe thoroughly (i.e. "muddy and wet conditions". Weather days are noted with a "0" in this column and entered as a "1" in the "Rain Days | Weather" column.
2. Type in a "1" for any and all days that are due to weather conditions (i.e. "rain" days). These days do not get added to the total "Working" days for the scope of work being performed, but only extends the completion date (line item 14) by said number of "Rain days | Weather".
3. Enter days on which no productive work has been performed based on the "controlling operation(s)" for reasons other than weather (i.e. survey staking delayed start of project, etc.)
4. List the numbered change order that is providing the time extension(s) (i.e. if change order number 1, type in "1.0") and reference the description of the extension in the "Remarks / Controlling Operations / Notes" field.
5. Numbers received directly from the calendar issued by the California Division of Construction with working days numbered for convenience in computations. Numbers range from 1 to 1000 and reset to 1 after 1001 has been reached.
6. The noted "Non-Working" days are noted as those days taken from the calendar issued by the California Division of Construction, noted in "grey" highlight and / or in the executed contract between Owner and Contractor

*7 After the approved "Revised Total Working Days" has been reached continue recording working and nonworking days but do not adjust any totals unless deemed appropriate (i.e. scope change, etc.)  
Make a statement under "Remarks / Controlling Operations / Notes" section that working and nonworking days are shown for record only since the contract time has elapsed.*