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| **Instructions & Procedures** |

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| **Cost Plus Work**, also referred to as Time and Material (T & M) or Labor and Material, is a method that may be used when the Owner and the General Contractor fail to agree on the cost of a change to the Work of the project. Form 7040, Cost Plus Work Daily Report, may be utilized to determine the actual charges for labor, materials, equipment, etc. used in effecting the change to the Work. By certifying the work done on a daily basis, an accurate charge for the total of work completed for the change to the Work of the project can be obtained.  The accuracy of the daily report depends on the diligence of the Construction Administrator (CA), whether DCS or contracted. By observing and noting the number of workers, the hours worked and the materials used, daily, the CA, the GC and any subcontractor(s) can all certify to the correctness of the Contractor's Daily Report.  Upon completion of the change to the Work of the project, the daily reports are summarized by the GC and made a part of Change Order Proposal Workbook Form 7341, attached to Change Order Proposal Form 7340 and presented to the DAS Project Manager. |

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| **1.** | Enter the **Report Number** and the **Date.** |
| **2.** | Enter the **Project Number,** the **Project Name,** and the **Project Location.** |
| **3.** | Insert *either* the **Change Order Proposal (COP) Number** or the **Construction Change** **Directive (CCD)** **Number.** |
| **4.** | Enter a complete, concise **Description of the Cost Plus Work completed this day.** |
| **5.** | Insert the **Quantity**, **Unit** of measurement, and **Description of Materials and/or Equipment Used This Day**. If more space is necessary, check the box and go to **page 2** for the **Cost Plus Work Daily Report Continuation Page For Additional Material and/or Equipment Used.** |
| **6.** | Enter the **Labor Classification**, the **Number of Workers** who worked on **This Day** and the **Total Hours** worked **This Day** per line item. For example: If 2 carpenters worked for 2 hours and one carpenter worked for 3 hours, the Total Hours for the day would be 7 (i.e., 2 x 2 + 3). If more space is necessary, check the box and go to **page 3** for the C**ost Plus Work Daily Report Continuation Page For Additional Labor Classifications**. |
| **7.** | Print the names of and obtain the signatures of the representatives of DAS, the GC / CMR, and any subcontractor(s). |
| **8.** | The CA shall retain all original, signed copies for comparison with the forms attached to the GC's ultimate Change Order Proposal. |

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| **THIS REPORT MUST BE COMPLETED AND SIGNED ON THE SAME DAY THAT THE WORK IS DONE** |

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| **Report No.:** |  | **For work done on this Date:** | **mm/dd/yyyy** |

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| **This Report Must Be Attached To And Form A Part Of Change Order Proposal Number:** |  |
| ***OR* Construction Change Directive Number:** |  |

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| **Description of Cost Plus Work completed this day:** | | | | | | | | | |
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| **Quantity** | | **Unit** | **Description of Materials and/or Equipment Used This Day** | | | | | | |
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| ***When checked see attached Continuation Page for Additional Materials and/or Equipment Used*** | | | | | | | | | |
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| **Labor Classification** [Per Dept. of Labor Wage and Workplace Standards Division] | | | | | | | | **Number of Workers This Day** | **Total Hours This Day** |
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| ***When checked see attached Continuation Page for Additional Labor Classifications*** | | | | | | | | | |
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| **CERTIFIED CORRECT** | | | | | | | | | |
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| **CT DAS / Construction Services:** | | | | **General Contractor / CMR:** | | **Subcontractor:** | | | |
| Insert CA typed name | | | | Insert GC/CMR typed name | | Insert Subcontractor typed name | | | |
| By: |  | | | By: |  | By: |  | | |
|  | signature | | |  | signature |  | signature | | |

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| Copies: | ADPM | PM | CA | Agency | Consultant | Other: | File: |

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| **COST PLUS WORK DAILY REPORT CONTINUATION PAGE**  **FOR ADDITIONAL MATERIAL AND/OR EQUPMENT USED** |

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| **Attached To and Forming Part of Contractor’s Daily Report of Cost Plus Work Number:** |  |
| **For Work Done on This Date:** | **mm/dd/yyyy** |

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| **Description of Cost Plus Work completed this day:** | | | | | | | |
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| **Quantity** | | **Unit** | **Description of Materials and/or Equipment Used This Day** | | | | |
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| **CERTIFIED CORRECT** | | | | | | | |
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| **CT DAS / Construction Services:** | | | | **General Contractor / CMR:** | | **Subcontractor:** | |
| Insert CA typed name | | | | Insert GC/CMR typed name | | Insert Subcontractor typed name | |
| By: |  | | | By: |  | By: |  |
|  | signature | | |  | signature |  | signature |

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| **This Report Must Be Completed And Signed Daily. It is to be attached to and made part of COP No.:** |  |

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| **COST PLUS WORK DAILY REPORT CONTINUATION PAGE**  **FOR ADDITIONAL LABOR CLASSIFICATIONS** |

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| **Attached To and Forming Part of Contractor’s Daily Report of Cost Plus Work Number:** |  |
| **For Work Done on This Date:** | **mm/dd/yyyy** |

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| **Description of Cost Plus Work completed this day:** | | | | | | | |
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| **Labor Classification** [Per Dept. of Labor Wage and Workplace Standards Division] | | | | | | **Number of Workers This Day** | **Total Hours This Day** |
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| **CERTIFIED CORRECT** | | | | | | | |
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| **CT DAS / Construction Services:** | | **General Contractor / CMR:** | | **Subcontractor:** | | | |
| Insert CA typed name | | Insert GC/CMR typed name | | Insert Subcontractor typed name | | | |
| By: |  | By: |  | By: |  | | |
|  | signature |  | signature |  | signature | | |

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| **This Report Must Be Completed And Signed Daily. It is to be attached to and made part of COP No.:** |  |