

Extra work daily log

General information to help you organise your paperwork. Not legal advice.

Record actual activity by change ID

Complete this record at the end of each shift using actual quantities and contemporaneous tickets. A signature may confirm recorded attendance or quantities only; it does not approve payment or change authority unless expressly stated. Use the companion workbook for cost extension.

Project contract and date: _____

Change ID revision and daily ticket ID: _____

Supervisor recorder and crew: _____

Location weather and access conditions: _____

Instruction source and authorization status: _____

Activity / resource	Quantity and unit	Time or delivery reference	Evidence ID

Equipment operating and standby time separately: _____

Materials delivered used returned and stored: _____

Subcontract work and ticket reference: _____

Record constraints and review

Time / event	Effect on activity	Action taken	Instruction / photo

Base-scope work excluded from this log: _____

Work completed and remaining: _____

Inspection or concealed-work record: _____

Safety or access restrictions and protective measures: _____

Client representative comments or disagreement: _____

Fictional example: two workers each spend 3 hours relocating one opening. Record 6 worker-hours, not 3 hours plus another 6 crew-hours. If an all-inclusive subcontract invoice already includes those workers, do not add the same labour again in pricing.

Prepared by signature and date: _____

Quantity witness name role signature and date: _____

Scope of acknowledgement and express reservations: _____

Photo and delivery-ticket locations: _____

Next shift instruction and owner: _____

- ☐ Each ticket ID is unique and linked to one change.
- ☐ Negative entries are identified corrections with original-ticket references.
- ☐ Estimated quantities are kept separate from actual daily quantities.
- ☐ Copy sent and original retained with any later correction history.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.