

DAYWORK SHEET

One day of instructed daywork — people, plant, materials, signed for resources only

SHEET — GET IT SIGNED ON THE DAY

KD-CA-DW-003 Rev A0

One sheet per day of instructed daywork, filled in on the day and signed on the day by the other party's representative on site — check who your contract says verifies daywork records. Daywork is how a change is valued only where the contract allows it — in the JCT Standard Building Contract 2024 at clause 5.7 and the JCT Design and Build Contract 2024 at clause 5.5; the JCT Minor Works Building Contract 2024 contents page has no separate daywork heading, so read its variations clause (3.6) and the contract documents. The contract may also set when the records must be delivered — check it and put the date in section 1. Record resources, not prices: the sheet is priced in the office on the definition of prime cost the contract names — commonly the RICS Definition of Prime Cost of Daywork, published by RICS with the relevant trade body; check which edition — and the percentage additions stated in the contract. Every sheet goes on the daywork register (KD-CA-DR-004) and the change it belongs to on KD-CA-VR-001.

1 THE SHEET

|                        |                 |                      |               |                  |                |
|------------------------|-----------------|----------------------|---------------|------------------|----------------|
| PROJECT / CONTRACT REF |                 | PROJECT              |               | DATE             | OUR SUPERVISOR |
|                        |                 |                      |               |                  |                |
| SHEET NO.              | INSTRUCTION REF | CHANGE REGISTER LINE | INSTRUCTED BY | RECORDS DUE BY   |                |
|                        |                 |                      |               |                  |                |
| LOCATION / AREA        |                 |                      | CONDITIONS    | SITE HOURS TODAY |                |
|                        |                 |                      |               |                  |                |

2 THE WORK DONE

DESCRIPTION OF THE WORK CARRIED OUT TODAY

Instructed in writing — reference in section 1

Verbal — confirmed on KD-SITE-VI-015 (ref in section 1)

Continues tomorrow on a new sheet

Complete today

3 LABOUR

| NAME | TRADE / GRADE | EMPLOYED BY | START | FINISH | BREAKS | HOURS | O/T HRS |
|------|---------------|-------------|-------|--------|--------|-------|---------|
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |
|      |               |             |       |        |        |       |         |

4 PLANT

| PLANT ITEM | OWNED / HIRED | SUPPLIER / HIRE REF | OPERATOR | HRS WORKING | HRS STANDING |
|------------|---------------|---------------------|----------|-------------|--------------|
|            |               |                     |          |             |              |
|            |               |                     |          |             |              |
|            |               |                     |          |             |              |

DAYWORK SHEET

continued

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KD-CA-DW-003 Rev A0

5 MATERIALS

| MATERIAL | QUANTITY | UNIT | DELIVERY NOTE / INVOICE REF | STOCK / BOUGHT IN |
|----------|----------|------|-----------------------------|-------------------|
|          |          |      |                             |                   |
|          |          |      |                             |                   |
|          |          |      |                             |                   |

6 SIGNATURES — TIME AND RESOURCES ONLY

The person signing for the other party confirms only that the people, hours, plant and materials recorded on this sheet were on the work described, on this date. The signature does not agree that the work is a variation or a change, that it is to be valued as daywork, or any value — those are dealt with under the contract.

COMMENT BY THE PERSON SIGNING FOR THE OTHER PARTY

| DELIVERED FOR SIGNATURE ON | DELIVERED TO | METHOD | NOT SIGNED — REASON |
|----------------------------|--------------|--------|---------------------|
|                            |              |        |                     |

For our company:

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE | TIME |
|--------------|------|---------|-----------|------|------|
|              |      |         |           |      |      |

For the other party (the contract administrator, employer's agent, main contractor or their representative on site):

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE | TIME |
|--------------|------|---------|-----------|------|------|
|              |      |         |           |      |      |

7 OFFICE PRICING — NOT PART OF THE SIGNED RECORD

| Price the resources above on the definition of prime cost and the percentage additions the contract names; enter the percentages from the contract, not from habit. |                     |                   |                      |                           |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|----------------------|---------------------------|-----------------|
| DEFINITION AND EDITION USED                                                                                                                                         | LABOUR PRIME COST £ | LABOUR ADDITION % | LABOUR TOTAL £       |                           |                 |
|                                                                                                                                                                     |                     |                   |                      |                           |                 |
| PLANT £                                                                                                                                                             | PLANT ADDITION %    | MATERIALS £       | MATERIALS ADDITION % | SHEET TOTAL £ (EXCL. VAT) | ON KD-CA-DR-004 |
|                                                                                                                                                                     |                     |                   |                      |                           |                 |

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                            | Authorised by                                                                 |
|-----|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-09-12 | first-issue | First issue.                                                                                                                                                            | — not yet approved —                                                          |
| A0  | 2026-09-12 | review      | Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out. | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.