

TIME & DIARY REPORT

Report No. \_\_\_\_\_ Project Number \_\_\_\_\_

Period From: \_\_\_\_\_ to \_\_\_\_\_ Contract Amount \_\_\_\_\_ County: \_\_\_\_\_ Contractor \_\_\_\_\_

Effective Date W/O \_\_\_\_\_ Work Began \_\_\_\_\_ Contract Time \_\_\_\_\_

Contract Description \_\_\_\_\_

Time Remaining From Last Report - 1										
Month & Day	Days Charged	Days Lost		Temp.		Precip	Explain Reason for not Charging Time and/or Give Brief Description of Work Peformed			
		Weather	Other	H	L					
2	3	4	5							
TOTAL 1st Period	(-)	(+)	(+)	Normal * Adverse Weather Days		Days Added by Change Order	Time Extensions for This Month	Time Remaining CD	Day Number**	Revised Time
TOTAL 2nd Period	(-)	(+)	(+)							
TOTAL for Month	(-)	(+)	(+)	(-) 6	(+) 7		8	9	10	11

Contractor \_\_\_\_\_

Resident Engineer \_\_\_\_\_

\* Enter the smaller of the two: Total Weather Days or Number of Normal Adverse Days  
 \*\* Enter number of days expired since the earliest of: work order effective date or work began date.