

**Exhibit 16-A:
WEEKLY STATEMENT OF WORKING DAYS**

JOB STAMP

REPORT NUMBER: _____

CONTRACTOR: _____ WEEK ENDING (month, day, year): _____

	Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ⁶ (F)
1						
2		Monday				
3		Tuesday				
4		Wednesday				
5		Thursday				
6		Friday				
7						
8	Days this week (total lines 1D thru 7D)					
9	Days previously reported (take from previous week's report)					
10	Total working days to date (lines 8D + 9D)					

	Change Order Time Adjustments	Change Order Days Approved	Change Order Numbers ²
11	Days this report		
12	Days previously reported (taken from previous week's report)		
13	Total change order days to date (lines 11D + 12D)		

Computation of Extended Date for Completion	Number of Days	Numbered Day ⁴	Date
14	First working day		
15	Original working days specified in contract		
16	COMPUTED DATE FOR COMPLETION (line 14E + line 15D minus 1)		
17	Total change order days approved to date (from line 13)		
18	Total Nonworking days to date ³ (from box 10E)		
19	EXTENDED DATE FOR COMPLETION (line 16E + line 17D + line 18D)		
20	Revised working days for contract (line 15D + line 17D)		
21	Total working days to date (from box 10D)		
22	WORKING DAYS REMAINING (line 20D – line 21D)		

CONTROLLING ACTIVITY(IES) ⁵: _____

REMARKS: _____

The contractor will be allowed fifteen (15) 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.

NOTE: Footnote Instructions to Resident Engineer are on page 2.

RESIDENT ENGINEER SIGNATURE: _____ DATE: _____

Distribution: Original -- Contractor; Copy -- Resident Engineer

Exhibit 16-A: WEEKLY STATEMENT OF WORKING DAYS**FOOTNOTE INSTRUCTIONS TO RESIDENT ENGINEER**

1. When determining if the day is a working day or non-working day, first determine the controlling operation (taken from the critical path of the updated approved project schedule.), second, If you determine the day is a "nonworking day", provide the contractual reason -for example, "clear-wet grade" to describe conditions when the weather is clear, but the grade is too wet. Do not list days merely as "Unworkable". When recording nonworking days due to "other", provide explanation contract lane closure restrictions, State of emergency, area-wide labor strike, etc.
2. List numbers of change orders providing for time extensions.
3. Do not include nonworking days which occur after expiration of the **Extended Date of Completion**. On contracts that are overtime, the total under Working Days Shall not be greater than the total of revised Working Days (line7). After approved total of working days has been reached, continue recording working and nonworking days but do not add into the totals. Make a statement under Remarks that working and nonworking days are shown for record only since the contact time has elapsed.

If an extension of time is subsequently approved, determine the new **Extended Date** by taking into account all nonworking days that are reachable.

4. From the calendar issued by the Division of Construction with working days numbered for convenience in computations.
5. Determine the controlling activity from the updated approved contract schedule. If the controlling activity is completed in the middle of the week and a new one begins, make this clear. For example, "Class 2 base -M, T, W; HMA -Th, Fri." This is not the place to list all the operations the contractor worked on for the week. Record that information in the Daily Report or under "remarks" if you wish.
6. Column F (lines 1-10) is informational only and tracks those days determined in column D to be working days, but the Contractor failed to work on the controlling operation.