

# DAILY WORK FORCE REPORT



**UTILITY - Force Account:**

NAME OF UTILITY CO. \_\_\_\_\_

Force Account Agreement #: \_\_\_\_\_

Agreement Date: \_\_\_\_\_

Eligible for Reimbursement \_\_\_\_\_ %  Yes  No

**SUBCONTRACTOR - Time & Materials:**

NAME OF SUB-CONTRACTOR \_\_\_\_\_ \*

**AND**

**Note: \*** All Sub-Contractors work force shall be tracked individually and separately from the Utility, on a separate Daily Work Force Report.

**DATE OF WORK PERFORMED:**

Project Description/Town or City: \_\_\_\_\_ Project #: \_\_\_\_\_ Contract #: \_\_\_\_\_

General Description of Work Performed, and Location:

## LABOR

NAME <i>FIRST LAST</i>	CLASSIFICATION	No.	TIME WORKED (h:mm am/pm)	HOURS		
				REG'R	O.T.	TOTAL
			to			
			to			
			to			
			to			
			to			
			to			
			to			
			to			
			to			

## EQUIPMENT

DESCRIPTION / MODEL / MAKE / YEAR	NOTES	No.	TIME WORKED (h:mm am/pm)	HOURS		
				REG'R	STAND BY	TOTAL
			to			
			to			
			to			
			to			
			to			
			to			
			to			
			to			

## MATERIAL

DESCRIPTION	INVOICE #	\$ AMOUNT	SALVAGE / CREDIT DESCRIPTION	INV. #	QNTY. / UNIT	\$ AMOUNT

## POLICE

NAME <i>FIRST LAST</i>	CLASSIFICATION	No.	TIME WORKED (h:mm am/pm)	HOURS		
				REG'R	O.T.	TOTAL
			to			
			to			
			to			
			to			
			to			

RECEIVED: \_\_\_\_\_

TITLE: \_\_\_\_\_  
MassDOT - Highway Division

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_  
Utility Company Representative (or) Subcontractor

DATE: \_\_\_\_\_

Note: The signatures above constitute acknowledgment of labor, materials, and equipment used, and shall not be construed as approval of any request for payment or claim, or acceptance of work.