

CONSTRUCTION LOST TIME/WORK DELAY NOTIFICATION (White Card) INSTRUCTIONS

The CPCC Construction Lost Time/Work Delay Notification (*also known as "White Cards", "Deviation Notices", or "Change Orders"*) is used by construction subcontractors to document lost time or work delays. It is the subcontractor supervisor's responsibility to check the "Subcontractor" box at the top of the form, and complete the "White Card" to facilitate the documentation of the loss and obtain the proper approvals. If this is a lost time or work delay caused by CPCC, it is the department supervisor's responsibility to complete the "White Card" and check the applicable CPCC box at the top of the work delay form A-6006-539.

Subcontractor Supervision	Inform the CPCC Construction Representative (CR) that a lost time or work delay has occurred and fill out the form.
	<i>NOTE: The timely and complete documentation of work delays will facilitate approval of the "White Card".</i>
	<ul style="list-style-type: none"> • Make sure all highlighted fields have been filled out using the legend at the bottom of the form to identify the type of delay.
	<ul style="list-style-type: none"> • Provide detailed description as to the type of delay, reason for the delay, and what caused the delay (<i>i.e., design, communications, field direction, etc.</i>). Attach the work delay form to A-6004-822, <i>Construction Daily Field Report</i> for the day of occurrence.
	<ul style="list-style-type: none"> • Select one (1) applicable causal code that is the reason for the delay. A reference list of causal code types can be located at the bottom of form A-6006-539.
	<ul style="list-style-type: none"> • Provide exact details for the affected craft type, number of craft, number of delayed hours (<i>ST, OT, DT</i>).
	<ul style="list-style-type: none"> • If you have questions, please ask the CPCC Construction Field Work Supervisor (FWS) or assigned Buyers Technical Representative (BTR) for assistance.
CPCC Construction FWS	Review with the subcontractor to mitigate any identified delay or impact.
	Notify CPCC Construction project management that a lost time/work delay has occurred.
CR	Review the Lost Time/Work Delay notification for accuracy and clarity with the contractor.
	Notify the BTR/Contract Specialist/Construction Manager.
BTR/CR	After resolution of the Lost Time/Work Delay Notification, the BTR will ensure this information is captured in the contract log.

NOTE: Signature of this form by a CPCC Representative does not constitute a Contract Change Order.