

# CSCS Additional Work

Work Order Form (Remember Safety First)

**STEP 1.** Received request for additional work (is this outside the agreement? If yes follow the steps below)

*Facilities requests received via Beims only (please direct to DFM if required), Res requests authorised at appropriate level*

**STEP 2.** Request handed to CSCS Supervisor

**CSCS SUPERVISOR**

**STEP 3.** Requests needs to be authorised by client

*Establish where charges are to be costed e.g. DFM other, or RES other*

AUTHORISED BY CLIENT:

YES	NO

**STEP 4.** Record request details

Request No:

REQUEST:	
COST CENTRE USED:	COST CENTRE TO BE CHARGED:
REQUESTED BY:	SIGN: <input type="text"/> DATE: <input type="text"/>
AREA, BUILDING, ROOM:	

YES NO

**STEP 5.** Work Organised

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

**STEP 6.** Coordinate the accurate recording of labour and materials

NAME	START	FINISH	HOURS/KM	\$RATE	CHEMICAL	EQUIPMENT	\$ COST
							\$0.00
							\$0.00
							\$0.00
							\$0.00
<b>TOTAL</b>							<b>\$0.00</b>

YES NO

**STEP 7.** Copy to CSCS Supervisor for payroll entry/adjustment, Copy to CSCS Finance Officer, Original filed on site

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**STEP 8.** Recorded in Additional Work Register

**STEP 9.**

SIGN:  DATE:

CSCS Additional Work Form

Date of first issue: Feb 2014

V001, ADD.001

Date of last review: June 2014

Page 1 of 1

Date of next review: June 2017

**Printed hard copies of this document are uncontrolled. For the current version, please refer to the CSCS web site.**