

# "Extra Work" Identification Sheet

**Rest Area Maintenance (RAM) Program**

*A Work Order Number is required. This form will be returned to you if there is no Work Order Number included.*

**Work Order Number:** \_\_\_\_\_

INSTRUCTIONS: Occasionally it may be necessary to perform unscheduled, unspecified services called "Extra Work". An example would be vandalism or weather damage repairs. Extra Work costs should be billed on the normal monthly invoices (in the usual categories) for "Custodial Care and Landscape Maintenance" services. The "Extra Work" Identification Sheets will justify additional costs and detail extra work tasks for DOT reports. Send Extra Cost Identification Sheets to WisDOT with RAM invoice.

Site: _____	Month, Year of Service: _____
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Description of Work:

Office Use:		
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Facility Mtnc.</td> <td style="width:50%; border: none;">Other Extra Work</td> </tr> </table>	Facility Mtnc.	Other Extra Work
Facility Mtnc.	Other Extra Work	

List costs billed which have been incurred to perform extra work. Generally these are labor and materials.

1.	<u>SALARIES</u>	(only include labor hours that exceed normally scheduled hours)	\$ _____
	Supervisor Hrs	_____ x \$ _____ Per Hour = \$ _____	
	Worker Hrs	_____ x \$ _____ Per Hour = \$ _____	
2.	<u>FRINGE BENEFITS (include FICA)</u>		\$ _____
	_____	\$ _____	
	_____	\$ _____	
3.	<u>MATERIAL &amp; SUPPLIES</u>		\$ _____
	_____	\$ _____	
	_____	\$ _____	
4.	<u>EQUIPMENT</u>		\$ _____
	_____		
5.	<u>VEHICLE COSTS</u>		\$ _____
	_____		
6.	<u>CONTRACTOR SERVICE COST</u>		\$ _____
	_____		
7.	<u>SITE LIABILITY INSURANCE</u>		\$ _____
8.	<u>SPECIAL VENDOR SERVICES</u>		\$ _____
	_____	_____	
	_____	_____	
	_____	_____	
9.	<u>MISCELLANEOUS</u>		\$ _____
	_____	\$ _____	
	_____	\$ _____	
10.	<u>TOTAL COSTS</u>		\$ <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span>

**PLEASE ATTACH ALL APPLICABLE INVOICES TO THIS FORM AND SUBMIT TO WISDOT WITH THE APPROPRIATE RAM CCLM INVOICE.**