

Construction Change-Event and T&M Evidence Notebook

Connect direction, changed work, labour, equipment, materials, delay, and evidence while the facts are current.

Changed work becomes difficult to value or explain when field facts remain in texts, tickets, and memory.

01 OPEN

CAPTURE ONCE. HAND OFF CLEANLY.

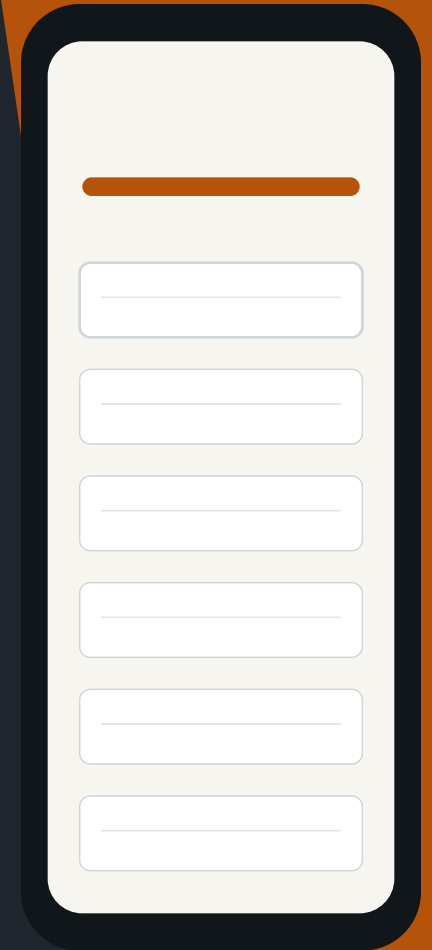
02 DIRECT

CAPTURE ONCE. HAND OFF CLEANLY.

03 TRACK

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE



Project, Event, and Chronology

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

ITEM/AREA	ORIGINAL SCOPE	OBSERVED CHANGE	DIRECTION REF	IMPACT	EVIDENCE

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Direction and Scope Comparison

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

Direction and Scope Comparison

Record the source, unit, and operating condition beside every value

RESOURCE/ITEM	TASK/LOCATION	START/QTY	FINISH/UNIT	SOURCE	NOTES

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Daily Labour and T&M

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

ITEM/AREA	ORIGINAL SCOPE	OBSERVED CHANGE	DIRECTION REF	IMPACT	EVIDENCE

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Equipment, Materials, and Deliveries

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

LABOUR/EQUIP/MAT	CLASS/REF	QTY/HRS	TICKET/SOURCE	STATUS

APPROVAL / SOURCE REFERENCE

UNAVAILABLE / SUBSTITUTED ITEM

RETURN / FOLLOW-UP STATUS

RESOURCE NOTES

Delay and Photo Evidence

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Notice and Response Tracker

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

ITEM/AREA	ORIGINAL SCOPE	OBSERVED CHANGE	DIRECTION REF	IMPACT	EVIDENCE

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Event Closeout and Archive

OPEN

DIRECT

TRACK

EVIDENCE

RECONCILE

CLOSE

Handoff gate
Close the record only when every exception has an owner and next step

- ☐ Changed work is location specific
- ☐ Tickets and photos are linked
- ☐ Cost sources are listed
- ☐ Unresolved items have owners
- ☐ Daily resources reconcile
- ☐ Notice status is recorded
- ☐ Responses are source attributed
- ☐ Archive package is complete

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS