



## DELAYS AND EXTRAS REPORT

This is a form to be used to document delays longer than one hour that are beyond Industrial Performance Services control. This form must be filled out at the time of the delay and must be signed by the Client Representative. Upon signature both parties will be in possession of a copy signed by both IPS Representative and the Client Representative.

**Job Number:**

**Date of Delay:**

**Time of Delay:**

**Time Client was notified:**

### Nature of Delay

Permits

Safety

Weather

Logistics/Materials

Inspection

Operations Delay

Equipment/Scaffolding/Electrical

Job Plan / Design Error

Re-Work

Other (Give Details)

**Details:**

**Additional Work:**

---

**ITCS Representative**

---

**Client Representative**