



TIME & MATERIAL WORK GUIDELINES

ISSUED: SEPTEMBER 2025
All Project Type

T&M Slip Form & Process

Article 1. OBJECTIVE

UMass Chan Medical School developed Time and Material (T&M) guidelines to provide anyone performing work on T&M with a clear understanding of the process and content required on T&M slips (also referred to as daily slips). Although a template is included for reference, it does not require the use of this exact template. UMass Chan Medical School does, however, require that all information requested on the template be reflected on the Construction Manager or General Contractor daily slips. The use of an electronic system is acceptable, provided the required information is included. Note that these requirements apply to General Contractors and Construction Managers at Risk (CMAR) as well as their subcontractors. UMass Chan Medical School reserves the right to reject any T&M slips that do not contain the required content.

Important: T&M slips are solely used for the tracking and verification of work performed and do not serve as an authorization for extra cost. All extra costs are considered via the Change Order and Requisition processes, respectively.

Article 2. PROCESS

For all work intended to be tracked on a time and material basis, the UMass Chan Construction Manager (CM) and the UMass Chan Project Manager (PM) must receive notification at least 24 hours in advance of the work being performed. Failure to provide a notification in this timeframe assumes that the CMAR or GC is proceeding at risk.

At the end of each day, the CMAR or GC has 24 hours to turn over the slip(s) for CM verification. The CM then has 24 hours to review and comment on the slips. If the CM agrees with the information presented, the CM must sign off and return the slip to the CMAR or GC. If the CM disagrees with the information presented, the CM must note the disagreements and return the slip(s) to the CMAR or GC within the same timeframe.

Allowances:

All allowances must be tracked on T&M and follow the process outlined above. The CMAR/GC must indicate in detail that this is an allocation of Owner or Contractor Allowances.

Article 3. T&M FORM CONTENT

Header Information – The required information to be listed in the header is as follows:

- 3.1. Project # - This field is to be populated with the UMass Chan Medical School Capital Project # associated with this T&M Slip.
- 3.2. CMAR or GC – This field is to be populated with the name of prime GC or CMAR contracted with UMass Chan Medical School.

- 3.3. Subcontractor – If the entity performing the work is a subcontractor to the GC or CMAR contracted with UMass Chan Medical School, this field is to be populated with that subcontractor’s name.
- 3.4. Slip # should be indicated and never duplicated.
- 3.5. Date of work performed must be listed.

If the work performed on T&M is a result of a change order, the Bulletin and change order # should be referenced.

Scope Information – Detailed work performed to be transcribed

- 3.6. The entity performing work should indicate whether or not the scope to be performed is part of General Requirements tracked on T&M or extra work tracked on T&M.
- 3.7. The contractor should write out a detailed scope performed on the slip. At a minimum, they should indicate who directed the work, a reference document, and where the work is performed.

Labor, Material, Equipment, and Subcontractor

- 3.8. At a minimum, the entity performing work on T&M should fill out Labor (including the names and classification of the people who are performing the work), material, equipment, and subcontractor information to the level of detail shown in the attached form.

Signatures – The following signatures are required on the T&M slip form for any work performed on T&M

- 3.9. Subcontractor (if they are the performing entity)
- 3.10. General Contractor / Construction Manager at Risk
- 3.11. UMass Chan Project Manager / UMass Chan Construction Manager

T & M Slip Form

Project #: _____
 CMAR or GC: _____
 Subcontractor: _____

Slip No: _____
 Date of Work: _____
 UMass Chan CO or CE #: _____

Scope: (Include detailed work performed) General Requirement Extra Work (Please indicate UMass Chan CO or Change Event #)
By proceeding with any extra work without an UMass Chan CO or CE# the performing entity has acknowledged that S/he is proceeding at risk

Labor

| Name / Work Classification | Start | Finish | Hours |
|----------------------------|-------|--------|-------|
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| Name / Work Classification | Finish | Hours |
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Material

| Description | Unit | Qty |
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| Description | UoM | Qty |
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Equipment

| Description | Unit | Qty |
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| Description | UoM | Qty |
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Subcontractor (List Labor, Material, Equipment Totals)

| Description | Unit | Qty |
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| Description | UoM | Qty |
|-------------|-----|-----|
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Signatures

General Note:

T&M Slips are solely for the tracking and acknowledgement of work performed and not authorization for extra cost

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|----------------|--------------|------|
| UMass Chan CM: | company name | date |
| CMAR/GC | company name | date |
| Subcontractor | company name | date |