

JDAC Daily Support Tracking Form

PCN: _____

Project Name: _____

PLEASE READ:

- (1) Contractor must submit this completed form by e-mail to the assigned JDAC Engineer and JDAC Facilitator by 9:00 AM of the following business day after the completed supported activity.
- (2) All support cancellations are due via email by 9:00 am to the assigned JDAC PM, Engineer and Facilitator prior to the day for the requested support for your project will be subjected to incur support charges.

Contractor to complete					WMATA Employee to Complete During WMATA's Safety Briefing				
Day	Date	Military Time Start/End	Work Activity	List any comments about the work activity. If work activity didn't occur, state the reason.	Employee's Shift Start	Date	Department	Print Full Name <i>Legibly</i>	Initial
Thurs	SAMPLE 02-11-16	0030-0430	Installing monitoring points	No comments	Wed	02-10-16	<input type="checkbox"/> TASS <input type="checkbox"/> POWR <input type="checkbox"/> OTHER Specify _____	Joe Smith Jane Taylor	<i>JS</i> <i>JT</i>
							<input type="checkbox"/> TRST <input type="checkbox"/> POWR <input type="checkbox"/> PLNT <input type="checkbox"/> COMM <input type="checkbox"/> IT <input type="checkbox"/> OTHER Specify _____		

Form Submitter's Company Name: _____

Form Submitter's Printed Name: _____

Form Submitter's Signature: _____