

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	5	1	8	8/23/2007

SUBJECT: CONVERSION OF PROJECT DIARY BOOK (Form DOTD 03-40-3093)

- PURPOSE:** The purpose of this directive is to describe the requirements for project diary record keeping and completing Daily Work Reports (DWRs) in SiteManager.
- SCOPE:** This directive establishes procedures for preparation of form DOTD 03-40-3093, Project Diary, and entry requirements for SiteManager DWRs.
- PROCEDURE:**

a) Projects Tracked in SiteManager

SiteManager Daily Work Reports (DWRs) serve as the primary way to enter contractor activities and record installed item quantities into SiteManager.

Project personnel will complete DWRs using SiteManager. There may be one or many depending upon who will record installed work items. As a general rule, inspectors that would normally enter information into a field book will need to complete a DWR. It is important that the quantities entered on the DWR are accurate and represent actual work installed on a daily basis. SiteManager prepares the estimates from the quantities entered.

Daily Work Report entries must be done on a daily basis. The Project Engineer will not sign each DWR. The Project Engineer, or his authorized representative, will create a Diary that consists of the DWRs for a given day, as well as the official charge day determination and any remarks he may want to include. In creating the Diary, DWRs for each day must be "authorized" in order for those installed item quantities on that DWR to be included for payment on any estimate. If an entry on a DWR needs modification, only the person who created it may modify it. Each user can only make one DWR per project per day. Only one Diary per project per day can be made. A Diary can be made for a project even if there are no DWRs on the project for the day. Even though SiteManager will allow partial charge days to be recorded, days will only be charged in whole day increments (in accordance with current DOTD Policy).

No one should enter information for another user into SiteManager. Multiple DWRs on any given day for a project are acceptable and likely. Inspectors shall not handwrite a DWR with the intent that the Office Manager creates the DWR. DWRs entries are required to conform to the descriptions shown in the current SiteManager Field User Guide.

b) Projects Tracked in ESTI

Accurate record is imperative to insure accurate estimates. Project Engineer and his staff shall document daily project activities with extreme care.

- Form DOTD 03-40-3093, Project Diary, shall be used as the project diary.
- The project diary must be filled out each day throughout the life of the contract.
- The project diary reports will be kept in 2 inch acco type binders. On the tab of the binders list "Project Diary Folder Number One, Two, etc.", the inclusive dates of the reports in that particular binder, and the project number.
- The reports shall be filed daily, and chronologically, with the latest date on top.

- 5) The original copies of the reports are to be stored in the Project Engineer's office until turned in with the final estimate.
- 6) Copies are to be forwarded to the District Administrator on a weekly basis.

Form DOTD 03-40-3093 Preparation

- 1) Field inspectors in each project area will be responsible for completing the front side of the form. The inspector shall complete the form legibly in pen and make at least one carbon copy. (The carbon copies shall be transmitted to District.) All forms are to be brought into the Project Engineer's office each day.

(See attached Form 03-40-3093 for location of areas being discussed.)

- a) Report Number - Pages shall be numbered beginning on the first day of the project. The first page therefore will be numbered 1. The following pages of the first day will be attached following the first page and will be designated by letter. Thus the second page of the first day will be 1A, the third page 1B, etc. Indicate total number of sheets for the day by adding, on the first sheet of the day below the report number line, a 1 followed by a slash and the total number of sheets. Example: for a day with 5 sheets 1/5 would be added.
- b) State Project No. - Enter the state project number.
- c) Name - Enter the project name.
- d) Day - Enter the day of the week.
- e) Date - Enter the date by giving month, day and year.
- f) Contractor's Force and Equipment - Enter:
 - + Contractor work force by payroll classification. Indicate in parenthesis () after each entry the total number available on the job.
 - + Major types of equipment the contractor uses that day. Indicate in parenthesis () the total number available on the job.

If possible, skip a line after men listed and before equipment is entered.

- g) Location of Work Station to Station - Enter both station numbers that the work location falls between.

Use a different column if the location changes, being sure to include the new station numbers.

Under the "Station to Station" columns are squares that are to be filled in with the actual number of personnel or pieces of equipment that the contractor used that day at that location. (See example given under sections "f" and "g" of attached form.)

If the same number of personnel and equipment are used at the next location (new station numbers) do not repeat the original information entered, just draw a line across the next square to indicate the same number of personnel and pieces of equipment were used. (See example under second and third "Station to Station" columns of attached form.)

The total number of personnel and available equipment on the job can be calculated by adding the numbers in parenthesis behind each entry in the "Contractor's Force and Equipment" section.

- h) Approximate Work Accomplished - Enter a brief description of the work accomplished, approximate quantity of work completed, and comments on adequacy of the contractor's work force and equipment. Show when specific work items are started and when they are completed. (See example given in section "h" of attached form.)
- i) Department Personnel and Activity - Enter the last name and initials of Department personnel used that day and a brief description of the work accomplished. (See example given in section "i" of the attached form.)

- j) Operations Started - Enter time job started that day and circle a.m. or p.m.
- k) Operations Stopped - Enter the time the job ended that day and circle a.m. or p.m.
- l) Comments on Time Charges - Fill in only if contractor is not charged a day. A complete explanation for not charging a contract day must be given.
- m) Controlling Work Item - Enter controlling work item based on contractor's approved progress schedule. The progress schedule shall be revised if it is not representative of actual work in progress.
- n) Weather - Enter description of weather conditions during the day. These conditions shall be clear, partly cloudy, cloudy, rain, sleet, snow, humid (painting), and fog (give time of rain, sleet or snow.) Show water elevations on bridge projects.
- o) Working Conditions on Controlling Work Item - Enter whether working conditions were good, too wet or too cold.
- p) Temperature - Enter the maximum and minimum ambient temperature reached that day on the job.
- q) Days Used - Enter total days used, up until the current day.
- r) Today - Enter the number one if day is a contract day or zero if it is not.
- s) Total - Add the previous two lines to get the total days charged to that project.

Items "q", "r" & "s" are to be entered only on the first page of each day's report. It will not be necessary to repeat them on the following pages.

- t) Signature Inspector - Each field inspector will check his daily entries and sign his name in the space provided. Each page of a day's report shall be signed.
- u) Signature Project Engineer - The Project Engineer must verify the information on the report and sign his name in the space provided. Each page of a day's report shall be signed.

He must also initial any changes or additional information he adds.

- 2) The Project Engineer and/or inspector should add any supplemental information on the back side of the form. If some or all of the supplemental information to be included is on a separate attached sheet, the diary should refer to the attachment.

This additional information covers any extraordinary events that occurred on that date. This will include but not necessarily be limited to:

- a) instructions given the Project Engineer by the District,
- b) instructions given the Project Engineer by Headquarters, upon receipt.
- c) instructions given the contractor by the Project Engineer - this includes names of witnesses and contractor's representatives involved, especially those instructions dealing with phases of work where some controversy has developed or is expected to develop,
- d) discussions held with property owners, local public officials, etc.,
- e) discussions held with inspectors,
- f) documentation of delays caused by utility conflicts (See EDSM 111.3.1.1) or any other reason,
- g) recording of accidents giving the time of day, weather conditions, road conditions, warning signs, visibility, names of witnesses, etc.,
- h) signs and barricades,
- i) note any situations which have occurred which contractor might later construe as a change,
- j) record visitors, and time - simple a.m. or p.m. okay unless exact time important,

- k) keep good hours of use (or non-use) or equipment and labor when a controversy develops, or a delay occurs, or if it likely that the contractor will later request additional compensation for the work or file a delay claim.

4. OTHER ISSUANCES AFFECTED: This directive supersedes EDSM NO. III.5.1.8, dated May 19, 1977. All other directives, memoranda or instructions issued hereto in conflict with this directive are hereby rescinded.

5. EFFECTIVE DATE: This directive will become effective immediately upon receipt.

CHIEF ENGINEER

PROJECT DIARY

REPORT NO. (a) 1S.P. NO. (b) 19-92-19
Scott HandvilleNAME: (c) AllenDAY: (d) WedDATE: (e) 3-2-77CONTRACTOR'S
FORCE & EQUIP. (f)

Foremen (3)

Operators (4)

Finishers (3)

Form Setters (2)

Laborers (21)

Truck Drivers (5)

Screed (1)

Mixer (2)

Gravel (1)

Motor Patrol (1)

Dump Trucks (5)

D-4 Dozer (1)

OPERATIONS
STARTED (i) 6:30CONTROLLING
WORK ITEM (j) EarthworkWORKING CONDITIONS OR
CONTROLLING WORK ITEM (k) GoodTEMP (l) 79OPERATIONS
STOPPED (m) 5:30WEATHER (n) P.M. Cldy & WarmSIGNATURE INSPECTOR: (o)PROJECT ENGINEER: (p)DEPARTMENT PERSONNEL & ACTIVITIES (q) Kupper, T. & Taylor, D.Shilling, G.Inspected paving at P.C.C. Paving.Sidewalks & CurbIssued Haul Tickets for Special BorrowAPPROXIMATE
WORK ACCOMPLISHED (r)2,267 sq. yd. 9" P.C.C. Pave. Sta 54+50 to 55+50333 sq. yd. 4" Sidewalk - Sta 60+30 to 73+53350 L.F. Integral Curb (Mountable)
Sta 10+00 to 13+50Hauling 500 cu. yd. of Special Borrow
Sta 75+50 to 79+75Attachment
EDSH NO. II-5.1.8
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