

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION B	DATE
CONSTRUCTION START UP	OFFICE PROCEDURES INDEX	10/17/2022

For File System Index and Correspondence Log see [CPH Section III Subsection B-1](#)

For Office Plans see [CPH Section VI Subsection V](#)

For As-Built Plans see [CPH Section VII Subsection H-2](#)

## RE Diary

The RE is required to maintain a diary in which daily, loggable entries are made in black ink. It is one of the project's most important documents. Each day's entries are to be dated and signed by the person making the entry. Usually, the RE or a representative of the RE is the RE's absence. There are to be no blank lines between entries. The portion of the page not written on is to be crossed out. There is to be an entry for every calendar day, regardless of whether the Contractor is working or not. Reasons for not working or for slow progress should be included. Entries should be kept as brief as possible without sacrificing necessary information, since it provides information and evidence in the event of subsequent contractual disputes or legal action. The Diary should be complete and understandable to anyone unfamiliar with the project.

During the course of the project the RE shall keep the diary under personal control at the project field office. When not in use the diary is to be locked in the field office fire resistant file cabinet. The diary is to be available to the FM, representatives of the FHWA and other authorized agents. The Diary is an official source document and shall be turned in with other contract records at the conclusion of the project.

The diary should contain the following:

- Specific problems encountered and corrective action taken in regard to progress, work starts, work stoppages, equipment, material deliveries, weather conditions, material shortages, testing, labor disputes, utilities, subcontractors, etc.
- A detailed record of information that might have a bearing on any probable claim against the State. Note is photographs were taken.
- Statements of fact not opinion.
- A detailed record of information about conditions and actions by the various parties that will have a significant effect on the progress of the project.
- A record of discussions with, decisions made, and directions received from the FM and higher authorities.
- A record of discussions with other interested parties (safety inspectors, property owners, etc.) and comments concerning the discussion.
- An explanation of how and when a problem was resolved, with proper cross references. This will be done when an inspector's report comments critically or adversely about an operation.

- A record of any accidents or injuries on the job, names of witnesses and the conditions prevailing at the time.
- A source of some general information such as the hours you worked, the weather conditions, and what the Contractor did.

### **Security of Records**

When not in use, all source documents, reports, diaries, computer backup disks, correspondence, survey notes, etc., shall be kept in the project's fire-resistant file cabinet. The file cabinet should be locked whenever project personnel leave the field office.

### **Record Keeping**

All project data related to daily construction quantities, materials, and personnel, used to produce daily, weekly, and monthly reports are to be recorded and maintained in SiteManager. The SiteManager program is to be installed and set-up by the Regional SiteManager Coordinator no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work. This may require the installation of SiteManager for a new project in the field office computer of an existing project prior to the new field office becoming available. This is so that the field office staff can update information immediately when changes occur. Accurate updating of project data by the field office staff is a key element in the implementation of the SiteManager Server database. The SiteManager Server database, produces Management reports for the Division's Management and Field Managers and updates the Construction Status Database.

The SiteManager program is user friendly and requires little knowledge of or experience with Personal Computers to operate. The SiteManager program contains "**HELP FILES**". These "HELP FILES" contain all the information and directions needed to operate the system. If system problems do occur or assistance is needed, the project's Resident Engineer is to contact their Regional SiteManager coordinator for assistance.

### **Key Contract Personnel (DC-34)**

This form is to be prepared and transmitted using SiteManager no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work. The Contractor is requested to provide all of their key contract personnel information to the Resident Engineer at the Preconstruction Conference. The manual distribution of the DC-34 is to occur once it is completed in accordance with the distribution list on the form. A copy of the DC-34 is to be sent to the FHWA on full oversight projects. Any revisions to the original DC-34 submittal will require the form to be retransmitted and distributed each time, to update all affected databases. Once the Contractor is no longer responsible for traffic related activity, the Resident Engineer will prepare the DC-34 for redistribution with the box in the upper right corner "Project Completed" checked. This will advise the Support Services to purge the form.

**Daily (DC-144) Reports**

The RE has the responsibility for ensuring that the Daily Construction Report Form

(DC-144) is completed using SiteManager. The DC-144 is to be prepared on all projects from the starting date of the contract. The purpose of this report is a daily listing of items recorded for payment, work observations, personnel status, and general project remarks. This data/information is obtained from the daily inspection reports and the Resident Engineer. The report will be prepared even if no data/information is to be recorded for the

day. It will continue until Contractor activity ceases after completion, which is defined as the date all contract items have been completed. Under Remarks, note such things as actions taken to correct unsuitable conditions, project safety, decisions by Resident Engineer, utility work in progress, etc. Directions for preparing the DC-144 report are contained in the SiteManager "HELP FILES". A hard copy of the SiteManager prepared form is to be filed in project records.