

## Documentation, Documentation, Documentation

In real estate, the expression is that the three most important features are location, location, location. In construction inspection, an argument could be made that the three most important activities are documentation, documentation, documentation. While visually watching the contractors' work is a major part of Inspector duties, it is understood that proper documentation is provided in a timely manner to ensure the quality of workmanship and materials are met per the specifications. Proper documentation is also a vital piece for finalizing a project.

A comprehensive discussion of project documentation reports is included in Chapter 12 of the ODOT *Construction Manual* complete with examples. The Chapter includes:

Chapter 12-A [Daily Reports/Diaries](#)

Chapter 12-B [Quality](#)

Chapter 12-C [Quality Price Adjustments](#)

Chapter 12-D [Quantities](#)

Chapter 12-E [Adjustments to Lump Sum and Other Items](#)

Chapter 12-F [Materials Stored or On Hand](#)

Chapter 12-G [Extra Work Performed on Force Account Basis](#)

Of special interest to inspectors are the sections on **Dailies, Quality and Quantity** from the *Construction Manual*. The information included in each section includes:

### **Chapter Title**

#### **Chapter 12A – Daily Reports / Diaries**

- 12A-1 General Daily Progress Report / Project Manager's Diary
- 12A-2 Traffic Control Inspection Report
- 12A-3 Erosion Control Monitoring (NPDES Reports)
- 12A-4 Turbidity Monitoring and Reporting ("In-Water Work")
- 12A-5 Material Daily Progress Report
- 12A-6 Accident Investigating and Reporting

#### **Chapter 12B – Quality**

- 12B-1 Non-Field Tested Materials
  - (a) Non-Field Tested Materials Quality Documentation
  - (b) Additional Non-Field Tested Materials Quality Documentation
- 12B-2 Field-Tested Materials
  - (a) Test Summary Sheets
- 12B-3 Review Procedures for Quality Documentation
  - (a) Review by the Project Manager
  - (b) Review by the Region Assurance Specialist (RAS)

## **Chapter 12D – Quantities**

### 12D-1 Quantity Documentation

- (a) Source Documents
- (b) Computer-Generated Source Documents
- (c) Record Keeping

### 12D-2 Measurement

- (a) Area, Linear and Volume
- (b) Vehicle Measure
- (c) Weight/Volume Measurement Method Change
- (d) Weighing
- (e) Lump Sum
- (f) Each
- (g) Temporary Striping & Temporary Tape
- (h) Flagger and Pilot Car Hours
- (i) Temporary Sign Quantities
- (j) Earthwork
- (k) Watering
- (l) Piling
- (m) Asphalt Cement in Asphalt Concrete Mixture
  - 1. Asphalt Inventory (Inventory) Method
  - 2. Testing Method
  - 3. Small Quantity Method
- (n) Weigh Memos and Scale Diary
  - 1. Scale Diary
  - 2. Check Weighing
  - 3. Weigh Memos
  - 4. Receipt of Material on the Project

### 12D-3 Review Process for Quantity Documentation

- (a) Review by PM
- (b) Review by Region Assurance Specialist (RAS)