

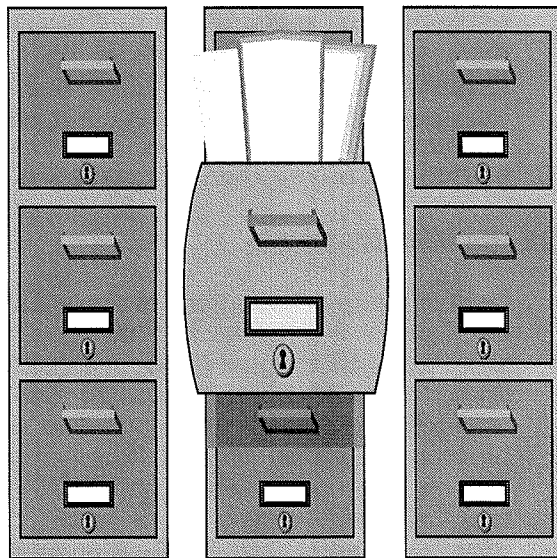
CHAPTER 3

Job Records

3.1 General

Adequate records are essential for the administration of all construction projects. The Construction Manual and Inspectors Manual should be used as a reference for information or answers to questions related to this subject.

The same job records are required on signal projects as on any roadway construction project. Monthly estimates, time statements, invoices and Field Inspection Reports of material received, and the project diary provide the usual documentation of job progress. The Inspector's job will be much easier if he has a good understanding of what he needs to maintain adequate records.



3.2 Prior to Beginning Work

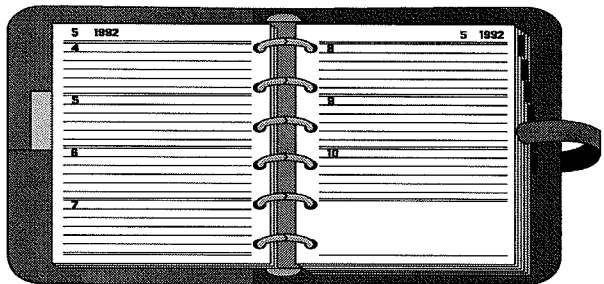
There are several items of record that should be processed or confirmed before beginning work:

- (a) **Contract Award** - On a contract project the contractor cannot begin work until a written Contract Award is received.
- (b) **Beginning Work Notification** - the Project Manager should send a letter to the Construction Section giving the date that construction began and naming the Project Manager. He should attach a letter from the Contractor designating the Contractor's Superintendent.
- (c) **Prosecution of Work** - Before work begins, the Contractor must submit a schedule to the Project Manager showing how the work will be done in order to finish on time.

3.3 During Construction

- (a) **The Diary** - The Project Manager or his authorized representative must keep a "Job Diary." This written record is a brief, day-to-day report of important events, activities and discussion which takes place on the project.

The diary can be helpful in finding mistakes and judging claims for extra work. Any accident occurring on a project should be described in detail in the Diary.



Any suggestions or direct orders to the Superintendent and inspections by Region or Federal Agencies should be recorded in the Diary.

Weather conditions, any nearby construction work, and comments by local police or other officials on the job should be entered in the Diary.

- (b) Contract Time - Contract time will begin on the date shown on the contract award which is issued to the Contractor by the Engineer. (Refer to Subsection 00180.50 of the Specifications).

Time charges are recorded in the job diary. Any event that could slow the progress of the job should be noted in the diary. If any construction work is in progress during a period of time, then time is charged for each day that work can be performed.

- (c) Temporary Suspension of Work - The Project Manager or Region Engineer has the authority to suspend work as he considers necessary and "Time Charge" is suspended during such period (Specification Subsection 00180.70).

- (d) Signal Turn-on - The Contractor is obligated to finish all incomplete portions of the installation and correct workmanship or replace material that does not meet specifications, prior to turn-on. After traffic signals are turned on and operating as designed (or in some cases upon project completion), the agency ultimately responsible for maintenance will assume operation and maintenance of the signal. The Contractor then starts the warranty period for their workmanship on the project. Turn-on does not constitute final approval.

- (e) **Estimates** - The estimate is the means of paying the Contractor for contract work performed.

Monthly estimates must be based on actual work performed. The Contractor's breakdown of item cost is helpful to the Project Manager in his preparation of the monthly estimates and this breakdown can be helpful in the event of Extra Work negotiations or claims after the job is completed. Monthly estimates are sometimes difficult to determine, since traffic signals are usually paid as lump sum items. The Project Manager and Contractor should agree on a partial payment plan and a schedule of values at the pre-construction conference.

The Final Estimate and supporting papers should be prepared and submitted in accordance with the Construction Manual.

- (f) **Inspection Reports** - Section 00165 of the Specifications covers Quality of Materials, Samples and Tests, Plan Inspection, Storage of Materials and Defective Materials. The Construction Manual covers: Job Control Tests, Record Tests, Storage of Materials Certificates from the Contractor, Test Reports and a summary of Sampling and Testing.

Materials arriving at the project site should be accompanied by proper certifications. No materials shall be incorporated into the project before certifications are received and checked for compliance by the inspector. Field verify materials checked on the "Blue/Green" sheets are the same parts to be incorporated into the project. If parts do not match ones marked on the "Blue/Green Sheets" or are not listed on the Blue/Green sheets, NEW submittals will need to be submitted.

3.4 Changes or Additions to the Plans

The plans and specifications are expected to provide for the construction of a complete project; however, sometimes certain conditions may require changes in the Plans and Specifications. The contract documents allow these changes under Section 00140 "Scope of Work" of the Specifications. The Construction Manual shows how to handle Force Accounts, Extra Work Price Agreements and State Force Orders. Plan change must be approved by the engineer of record before the Contractor can proceed with any affected work.

3.5 Final Inspection

When, in the opinion of the Project Inspector and agency electricians, the Contractor has fulfilled all requirements of the contract, he must notify the Project Manager and the agency who will assume maintenance responsibility that the project is ready for the Final Inspection. The party responsible for maintenance and the Project Manager should review the project together so that the permitting agencies Electrical Inspector can sign off on the project. Upon acceptance, the installation can be turned-on and the Contractor is notified and relieved of responsibility. At the same time, the agency designated to assume responsibility for the maintenance of the signal should be notified in writing. This notification should include the specific date and time of the maintenance responsibility transfer. For ODOT, Traffic Signal Services Unit should also be notified of this date.

On some projects, the special provisions may provide for the acceptance and transfer of maintenance when the signal is turned on.