

Activity 302 Contract Maintenance

Activity 302 is a budgeting activity that includes the costs of any maintenance or betterment work, other than that performed under Activities F03, F04, or F05, that is planned to be performed by contract methods. The actual work and costs should be charged to and recorded under the Activity that refers to the work being performed so that accomplishment and other reports include more accurate and complete information.

Refer to discussion in the Purchase and Acquisition of Goods and Services section of this Guide, for information on establishing contracts.

A Professional Engineer must approve some work that is performed under this Activity. Refer to ODOT *Policy DES 05-02*.

Before initiating the contract process, the District Manager must request the Maintenance Management System (MMS) Unit to establish a Special EA for the work.

Measurement of Accomplishment, Expenditure Account, and Charge Activity

Measurement will be that needed for the Activity being accomplished. Expenditure account type is Special EA. Charge all costs to the accomplished TEAMS Activity. As stated above, charge and record the actual work and costs under the Activity of the work being performed, with the proper EA and expenditure information.