

Activity 305 Work Done for Others and All CAO Work

Activity 305 involves all work performed by maintenance forces:

- That is funded by other ODOT units, including construction projects.
- That is funded by other agencies or governmental entities.
- For which ODOT will attempt to recover costs from others (when highway damage costs are \$100 or more or if no highway damage, traffic control costs are \$500 or more).

Refer to Activity L15 and Activity 159 when traffic control costs are less than \$500 and there is no other highway damage.

Refer to Activity L52 if another agency, individual, or entity will pay the costs of information, advice, or assistance without other work.

Refer to the appropriate Activity for highway damage repair when costs are less than \$100.

Before starting work, obtain proper approval and all needed expenditure information:

- For work on construction projects, obtain an approved copy of the completed Order for Force Work that includes the full EA and expenditure information to be charged for the work. Charge all costs to the TEAMS Activities listed below.
- For work requested by the Intelligent Transportation Systems (ITS) Unit or representative on roadside cameras, roadside weather stations, or permanent variable message signs, obtain the needed expenditure information from the ITS representative. Charge all costs for those items to the TEAMS Activities listed below.
- For work that is funded by others, obtain an expenditure account (EA), if one has been assigned for the work, or accurately record the costs to allow ODOT to bill the responsible party.
- For work done under a Claims Against Others (CAO) EA, assure that the District Manager has requested the Maintenance Management System (MMS) Unit to establish a CAO EA and has furnished the CAO EA to the Transportation Maintenance Manager.

Implement appropriate methods to control erosion, sedimentation, and pollutants or contaminants, including those discussed in the ODOT *Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices*.

Measurement of Accomplishment, Expenditure Account, and Charge Activity

Measurement is number of worker hours involved. Expenditure account type includes those discussed above. Charge TEAMS Activity 305 for all work except the following:

- If requested by the party providing the EA.

- Charge TEAMS Activity J48 for work on construction projects involving traffic signals, including inspection, assistance, testing, and turn-on of the signal installation.
- Charge TEAMS Activity J50 for work performed under an Order for Force Work involving installation, maintenance, or repair of surfacing including pothole patching, sweeping, etc.
- Charge TEAMS Activity J51 for work performed under an Order for Force Work involving installation, maintenance, or repair of roadside facilities including guardrail, barrier, fence, shoulder blading, mowing, spraying, brushing or other vegetation control, mailboxes, litter, and ditch maintenance.
- Charge TEAMS Activity J52 for work performed under an Order for Force Work involving installation, maintenance, or repair of pavement markings including striping, legends, and pavement markers.
- Charge TEAMS Activity J53 for work performed under an Order for Force Work involving installation, maintenance, or repair of signs, delineators, and milepost or other markers.
- Charge TEAMS Activity J54 for work performed under an Order for Force Work involving installation, maintenance, and repair of electrical facilities including illumination, beacons, navigation lights, tunnel lighting, traffic signals other than that done under Activity J48, etc.
- Charge TEAMS Activity J55 for work performed under an Order for Force Work for activities not identified in Activities J50 through J55.
- Charge TEAMS Activity L16 for work performed on roadside cameras as requested by the ITS Unit.
- Charge TEAMS Activity L17 for work performed on roadside weather stations as requested by the ITS Unit.
- Charge TEAMS Activity L18 for work performed on permanent variable message signs as requested by the ITS Unit.