

## **Activity 305 Work Done for Others and All CAO Work**

### Description

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).

### General Information

Refer to discussion in the General Instructions section preceding Activity 301 in this section of the *Maintenance Guide* for additional information including environmental and traffic control recommendations and other important considerations.

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 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 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, ensure 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.

### Measurement of Accomplishment, Expenditure Account, and Charge Activity

Measurement is number of worker hours involved. Expenditure account type includes those discussed above; use a sub job appropriate for the crew performing the work.

- Charge Activity 305 in MMS
- Use the following activities in TEAMS as applicable:
  - Charge Activity J48 for work on construction projects involving traffic signals, including inspection, assistance, testing, and turn-on of the signal installation.
  - Charge Activity J50 for work performed under an Order for Force Work involving installation, maintenance, or repair of surfacing including pothole patching, sweeping, etc.
  - Charge 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 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 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 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 Activity J55 for work performed under an Order for Force Work for activities not identified in Activities J50 through J55.
  - Charge Activity L16 for work performed on roadside cameras as requested by the ITS Unit.
  - Charge Activity L17 for work performed on roadside weather stations as requested by the ITS Unit.
  - Charge Activity L18 for work performed on permanent variable message signs as requested by the ITS Unit.