

Activity 047 Maintenance Indirect Support

Description

Activity 047 involves indirect costs incurred by all managers and support staff in the District except the District Manager.

It includes, but is not limited to:

- Frontline management including safety meetings, team meetings, and personnel management.
- Preparing budgets.
- Planning work schedules.
- Repairing equipment not in the ODOT fleet.
- Clerical and other support work.
- Responding to inquiries and concerns from the public and others.
- Cost and operation of telephones, facsimile machines, and copy machines.
- Subscriptions to publications.
- Office supplies.
- Investigating serious or fatal crashes.

General Information

Refer to discussion in the General Instructions section preceding Activity 014 in this section of the *Maintenance Guide* for additional information including environmental and traffic control recommendations and other important considerations.

Measurement of Accomplishment, Expenditure Account, Charge Activity

Measurement is number of worker hours involved. Expenditure account type is crew IN (indirect) EA; use a sub job appropriate for the crew performing the work.

- Charge all costs to Activity 047.