

DOCUMENTATION

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- *Winter Workshop*
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SWIT AUDITS

- CONDUCTED 4 SWIT AUDITS IN 2008
- JOINT EFFORT BETWEEN QUALITY & AUDIT SECTIONS
- PURPOSE OF THESE AUDITS WAS TO LOOK AT PROJECT DOCUMENTATION.

22-125-01
SR1, SR24 TO NORTH OF US9 (FIVE
POINTS) (THIRD LANE)



25-090-01

I-95 MAINLINE WIDENING



23-119-05
SCHOOL BELL ROAD,
US40 TO SR7



HARRINGTON TRUCK ROUTE

21-045-01



DOCUMENTS

- INSPECTOR DAILY REPORTS
- DIARY
- SOURCE DOCUMENTS
- DAILY QUANTITY SHEETS
- ESTIMATES
- CHANGE ORDERS

INSPECTOR DAILY REPORTS

- **DOCUMENTATION NEEDED**

- DATE
- WEATHER
- EQUIPMENT AND MANPOWER
- DETAILED DESCRIPTION OF WORK PERFORMED WITH STATION AND OFFSET
- ANY CONVERSATIONS OR INSTRUCTIONS GIVEN TO THE CONTRACTOR
 - **DISCREPANCY / SOLUTION**
 - **FIELD CHANGE**
 - **ANY PERTINENT INFORMATION**
- QUANTITIES
- MATERIALS RECEIVED PER LOCATION
- SOURCE DOCUMENTS
- VISITORS ON SITE
- SIGNATURE AND HOURS OF WORK

SOURCE DOCUMENTS

- LABEL YOUR SOURCE DOCUMENTS CORRECTLY.
- USE FORMULAS AS GIVEN IN THE CONSTRUCTION MANUAL.
- SHOW STATIONS AND OFFSETS.
- USE BETTER DETAILS.
- FOR EXAMPLE ON 207000 DOCUMENTS, LABEL “OG” – MEL FORD IS NOT A MIND READER.

DAILY QUANTITY SHEETS

- USE DAILY QUANTITY SHEETS TO HELP KEEP YOUR DECIMALS STRAIGHT FOR ESTIMATE PURPOSES.
- ITEMS SHOULD BE ROUNDED TO A WHOLE NUMBER FOR ESTIMATES.
- WHEN AN ESTIMATOR SEES AN ITEM PAID TO THE DECIMAL POINT, IT IS ASSUMED THAT ITEM HAS BEEN FINALED OUT

ESTIMATES

- ESTIMATES SHOULD BE COMPLETED AS SOON AS POSSIBLE AFTER THE CUT-OFF DATE OR NO LATER THAN ONE WEEK.

CHANGE ORDERS

- THE PURPOSE OF A CHANGE ORDER IS TO REFLECT CHANGES TO THE ORIGINAL CONTRACT INCLUDING BUT NOT LIMITED TO:
 - ADDED WORK
 - FORCE ACCOUNTS
 - ADDITIONS OR REDUCTIONS OF QUANTITIES

CHANGE ORDER REASON CODES

- CHANGE ORDER REASON CODES ARE FOR A GENERAL GROUP – INTERNAL USE.
- EVERY PROJECT IS DIFFERENT AND NEEDS MORE THAN A “COOKIE CUTTER” EXPLANATION. EACH IS A CASE BY CASE SITUATION AND SHOULD BE SCRUTINIZED AS SUCH.

CHANGE ORDER REASONS

- CHANGE ORDER REASONS ARE NEEDED FOR:
 - AUDITABILITY BY OTHERS
 - DOCUMENTATION FOR FUTURE REFERENCE
 - OMISSIONS AND / OR DESIGN CALCULATIONS
 - CLEARLY IDENTIFY WHERE, WHEN AND WHY THE CHANGE TOOK PLACE
 - TO HAVE OTHERS UNDERSTAND IN CONCISE AND ACCURATE DETAIL ANY CHANGES
 - TREND ANALYSIS

MATERIAL TICKETS

- WHEN MATERIAL IS RECEIVED, THE INSPECTOR SHOULD SIGN THE FIRST TICKET AND INITIAL THE REST
- READ THE TICKETS AND KNOW WHAT YOU ARE RECEIVING
- TICKETS SHOULD BE RECONCILED AND TURNED IN WITH ESTIMATES FOR PAY ITEMS, I.E. HOT MIX
- DOCUMENT MATERIAL RECEIVED ON YOUR IDR

FINAL PROJECT ITEMS AS YOU GO

- AS SOON AS AN ITEM'S PROJECT LIFE IS OVER, FINAL IT OUT.
 - ANY ADDITIONAL MONEY LEFT OVER FROM THESE ITEMS COULD BE USED FOR ANY ADDITIONAL COSTS TO THE PROJECT. (I.E. A/C COST ADJUSTMENTS, NEW ITEMS)
 - ALL PROJECTS ARE A CONTINUATION AND THE BOOKS SHOULD REFLECT THIS. FINAL OUT AS YOU GO!



SPECIAL THANKS TO: BILL STEWART

GEORGE LECATES

MEL FORD