Daily Documentation

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What Goes in Your Daily Report

• Describe the day as it unfolds
• If the city gets audited, can we back up what we have?
  – Other than basics (crew count, items installed, etc.)
  – Need details via technical writing
• Pertinent discussions with the Contractor / Utilities / Designer
  – Meeting Minutes
• Obstructions to work / Alterations of work
  – Why was work impacted? How was issue resolved?
• MOT setup
• Interactions with public
Pictures!

- Anything in the field that is not reflected on the plans
- Work upon completion / installation
- Safety issues / accidents
- Obstructions to work
- Utilities
- Drainage
- Workmanship / materials (arrival time, quality)
- Take pictures of the good and the bad
Scenario #1 Asphalt Patching
What did you document?

- Crew / Equipment
- Closure Time / MOT
- Time of material arrival
- Temperature
- Area and Depth
- Tonnage
- Subgrade compacted
- Joints sealed
- Tack coat
- Certifications
Scenario #2 DWS Installation

Set DWP into wet concrete in accordance with ADA Accessibility Guidelines.
What did you document?

- Crew / Equipment
- Closure Time / MOT
- Time of concrete arrival
- Compacted subgrade
- Foundation moistened
- Air / slump / yield
- Curb left in place
- Area and Depth of patch
- Area of DWS plates
- Curing method