



**FDOT**  
**Site Manager**  
**Entering Inspector's**  
**Daily Work Reports**

## Section 5.1

### PROJECT DIARY

#### 5.1.1 Purpose

To provide a uniform standard for daily and weekly construction project reporting.

#### 5.1.2 Authority

Section 334.048, Florida Statutes (F.S.)

#### 5.1.3 Background

The *Daily Report of Construction, Form No. 700-010-13* was originally developed for completion by an inspector for each Contractor that was present on the jobsite each day. With the implementation of SiteManager, this form was changed to more logically resemble the order that a technician will need to enter data into SiteManager. The *Daily Work Report* in SiteManager (SM) is to be completed by each technician doing construction inspection daily and covers all work of all Contractors, subcontractors, subordinate subcontractors and utility companies that the technician observes during that day's operations. One *Daily Work Report* per inspector, per day per contract, is required.

This procedure provides information on requirements for completing the *Daily Work Report* with the automated process contained in SiteManager.

#### 5.1.4 Definitions

**Daily Diary:** Term used in SiteManager to refer to a collection of all *Daily Work Reports* and presents information on contract activity for a given day. The diary should contain information on significant events, conditions or circumstances which immediately affect or have future impact on the project or contract.

**Daily Work Report (DWR):** This is the term used in SiteManager to refer to the *Daily Report of Construction (Form No. 700-010-13)* that was used by FDOT before the implementation of SiteManager. Data is collected on every phase of work performed by a Contractor, subcontractor, subordinate subcontractor or utility company. Recorded information must be clear, detailed, accurate, complete and objective.



Work, [Form No. 700-010-15](#), for the controlling work items on projects without a CPM schedule on either a weekly or biweekly basis.

## 5.1.6 Information Collection

### 5.1.6.1 Daily Work Report

#### (A) Resident Level Responsibilities

- (1) A *DWR* is completed by each Department technician or Consultant Construction Engineering Inspection (CCEI) technician responsible for the inspection of work during each contract workday. The prime Contractor, subcontractor, or subordinate subcontractor may perform the work.
- (2) A *DWR* should be prepared for every contract day for the Prime Contractor, regardless whether the Prime is working on the project or not. This *DWR* should also reflect all subcontractors on the project for that day. In the event that the subcontractor leaves the project for a long period, the sub contractor need not be shown on the *DWR* during a period of absence, provided, it is noted on the *DWR* for the day the subcontractor last worked that the subcontractor intended to leave the project and on the *DWR* for the day the subcontractor resumes work that the subcontractor did not perform any work for the period with specific dates. When utility companies are performing non-reimbursable work, the utility personnel and equipment should be tracked using the Utility remark in the *DWR* Information Tab. .
- (3) A new week starts on a Monday and ends on a Sunday.
- (4) Electronic information to be collected includes but is not limited to the following:
  - a. *DWR* Information Tab:
    1. Weather conditions (AM and PM)
    2. Use terms such as: clear, partly cloudy, heavy clouds, light rain, heavy rain, intermittent showers, etc.,
    3. State length of time, i.e., all day, 4 hours, 8:00 - 10:00 A.M., etc.,
    4. Report soil conditions: dry soil, wet soil, extremely wet soil.
  - b. Working Conditions
    1. Effects of weather on major work items,

2. Remarks include anything pertinent to the progress of the projects such as:

- (1) Instructions given to the Contractor or subcontractor or their representatives,
- (2) Work or materials rejected and why,
- (3) Any delays, including any items of work affected,
- (4) Any extraordinary work being performed,
- (5) Unusual or unexpected conditions such as flooding, sinkhole, etc.,
- (6) Any discussions with representatives of the Contractor, subcontractor or utility company,
- (7) Observations by the technician of significant importance to the project progress,
- (8) Lane closure, traffic disruption, etc.,
- (9) Contacts with property owners, media, etc.,
- (10) CPM activity ID # (when applicable),
- (11) Observations by the technician of unacceptable Contractor quality control practices,
- (12) Operation (work) being performed,
- (13) Materials received (general description).

3. Date

(5) Contractor's Tab:

- a. Contractor's or subcontractor's name,
- b. Number of Contractor or subcontractor personnel,
- c. Number of hours on the project for personnel.

(6) Equipment Tab:

- a. Equipment idle or active,
  1. Contractor drop down,
  2. The "Equipment ID" space will be used to record a unique identifier

for a single piece of equipment whenever necessary to track a specific piece of equipment or a unique group identifier when grouping several like pieces of equipment together.

3. "# of Pieces" will be used to record the number of pieces of equipment present on or at the job site. If "Equipment ID" was for a unique piece of equipment then the quantity shown would be one, otherwise it would be the total number contained within the group identified by the "Equipment ID".
4. "# Used" will be used to record the number of pieces on or at the job site that is being actively used that day.
5. "Hours Used" is the total number of hours that the identified equipment is being used. If # hours used is zero, then equipment is considered inactive.

(7) Work Items Tab:

- a. Financial Project number,
- b. Pay Item Code,
- c. Line Item Number,
- d. Project location,
- e. Quantities,
- f. Contractor or Subcontractor performing the work.

- (8) Within SiteManager, each *DWR* is electronically marked by userid, date and time stamp as belonging to that technician. When the Project Administrator creates a *Diary* for that day, and approves the *DWR* for each technician, the *DWRs* are locked to any changes that can be made by the inspector until unlocked by the Project Administrator. After a SiteManager Estimate has been paid, the *DWRs* are permanently locked where no changes can be made by anyone. This method assures accountability by the technician for the information that was included on each of the *DWRs*. The system also maintains an electronic stamp of the Project Administrator's Userid, time and date stamp when approvals were done.

#### 5.1.6.2 Engineer's Weekly Summary

# From Web

## ■ Web Site:

<https://fdotnfuse.dot.state.fl.us/Citrix/MetaFrame/default/default.aspx>

The screenshot shows the login interface for Citrix MetaFrame Presentation Server. The page title is "Web Interface for MetaFrame® Presentation Server" and the Citrix logo is in the top right. The main content area is divided into two sections: "Login" and "Welcome".

**Login**

Username:  ← **Type User Name**

Password:  ← **Type Password**

Domain:  ← **Domain = D5**

**Welcome**

Please log in

To log in to MetaFrame Presentation Server, enter the credentials required, and then click Log In.

If you do not know your login information, please contact your help desk or system administrator.

**Message Center**

# Web Interface for MetaFrame® Presentation Server



## Applications



Top Up



Accessibility Options



Infonet



LIMS Client



Mouse Properties



Printer Configuration



SiteManager



SiteManager Help

## Welcome

### MetaFrame Presentation Server Applications

Welcome to your personalized view of MetaFrame Presentation Server applications. The Applications box contains icons for the applications that you can use. Click an icon to launch an application. Click Refresh to view the latest applications. Click Settings to change your settings. Click a folder icon to display its contents. If you have problems using an application, please contact your help desk or system administrator for more information.

## Message Center

**Select Site Manager**

## SiteManager Logon



User ID:

← Type User Name

Password:

← Type Password

Connect to:

Download RTF Templates

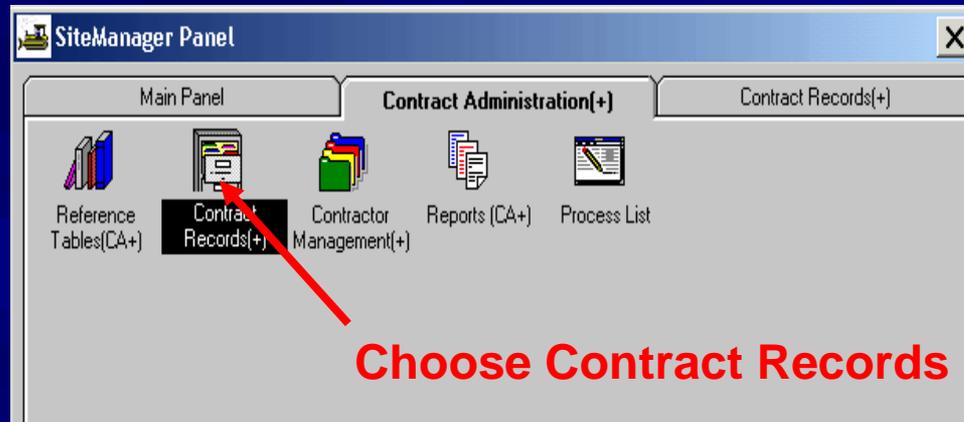
AASHTO Transport, the AASHTO Transport logo, Transport SiteManager, and the Transport SiteManager logo are registered trademarks of the American Association of State Highway and Transportation Officials  
Portions Copyright © 2000-2004 AASHTO, Portions Copyright © 1994-2004 Info Tech, Inc.

# OPTION #1

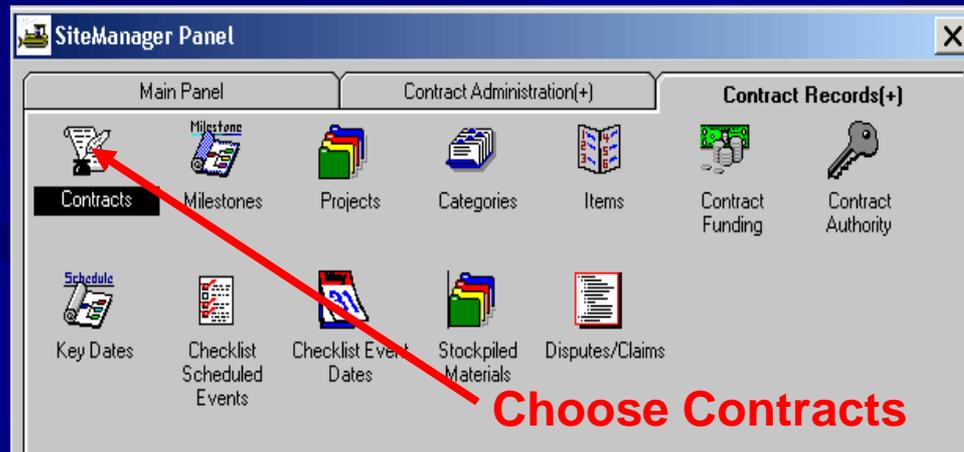
1.



2.



3.



Click on "Open folder" icon

**AASHTO SiteManager**

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID:  Fed St/Pr Prj Nbr:   
Status: Pending Primary PCN:   
District:  Resid-Yard:  Field:   
Progress Sched:  Variance Pct:   
Desc:   
Time Charges:  Bid Days:  Bid Amt: \$0.00  
Contract Type: Spaces  
Work Type: Spaces  
Spec Yr:  Unit System:  Suppl Spec Bk Yr:  Alt ID:   
Funding:  
 Federal  
 State/Province  
 Both  
 Fed Oversight  
 Local Oversight  
Proposal Fund Type:

Wage Decision:

Wage Decision ID	Wage Decision Description	Genrl Wg Dcsn ID
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Ready Server Systest CND50ENG lcn506di

**Select Contract** [X]

Selection

Contract ID

Find:

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
T5100	VF591742990002	N/A	ACTV	11	05	515		FROM STA 105+3
T5101	VF592361020001	N/A	ACTV	79	05	513		AT BR 790174 AN
<b>T5102</b>	<b>VF840915605003</b>	<b>00422221</b>	<b>ACTV</b>	<b>75</b>	<b>05</b>	<b>509</b>		<b>AT SR 408 Interch</b>
T5103	VF042534615002	N/A	ACTV	11	05	515		FROM NORTON A
T5104	VF592098662002	N/A	ACTV	75	05	509		FROM A PT S OF
T5106	VF592098662002	2561062P	ACTV	70	05	514		At SR 9 (I-95)

OK Cancel

**Scroll to  
Your  
Contract  
Number**

**Then Select OK**

Or...*Shortcut!!*

Double click on  
“Contract ID”

**Select Contract**

Selection

Contract ID

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
20208	VF592339951001	N/A	ACTV	92	05	509		FROM 500' W OF
20443	VF590619348002	N/A	ACTV	36	05	512		CR 484
20605	Z41-0406690	3113036P	ACTV	36	05	512		NORTH OF CR 48
20949	VF592117862001	4856029P	ACTV	70	05	514		FROM AURORA F
21264	VF592651115001	2002044P	ACTV	92	05	509		BR#920047
21420	VF592098662012	FL52001R	CMPL	70	05	514		FROM 3.8M E OS

OK Cancel

**Enter Contract number**

Select Contract

Selection

Contract ID

Find : T5102

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
T5100	VF591742990002	N/A	ACTV	11	05	515		FROM STA 105+3
T5101	VF592361020001	N/A	ACTV	79	05	513		AT BR 790174 AM
T5102	VF840915605003	00422221	ACTV	75	05	509		AT SR 408 Interch
T5103	VF042534615002	N/A	ACTV	11	05	515		FROM NORTON A
T5104	VF592098662002	N/A	ACTV	75	05	509		FROM A PT S OF
T5106	VF592098662002	2561062P	ACTV	70	05	514		At SR 9 (I-95)

OK Cancel

**(Note: Letter has to be Capital to work)**

**Select OK**

Select Site Manager Panel icon

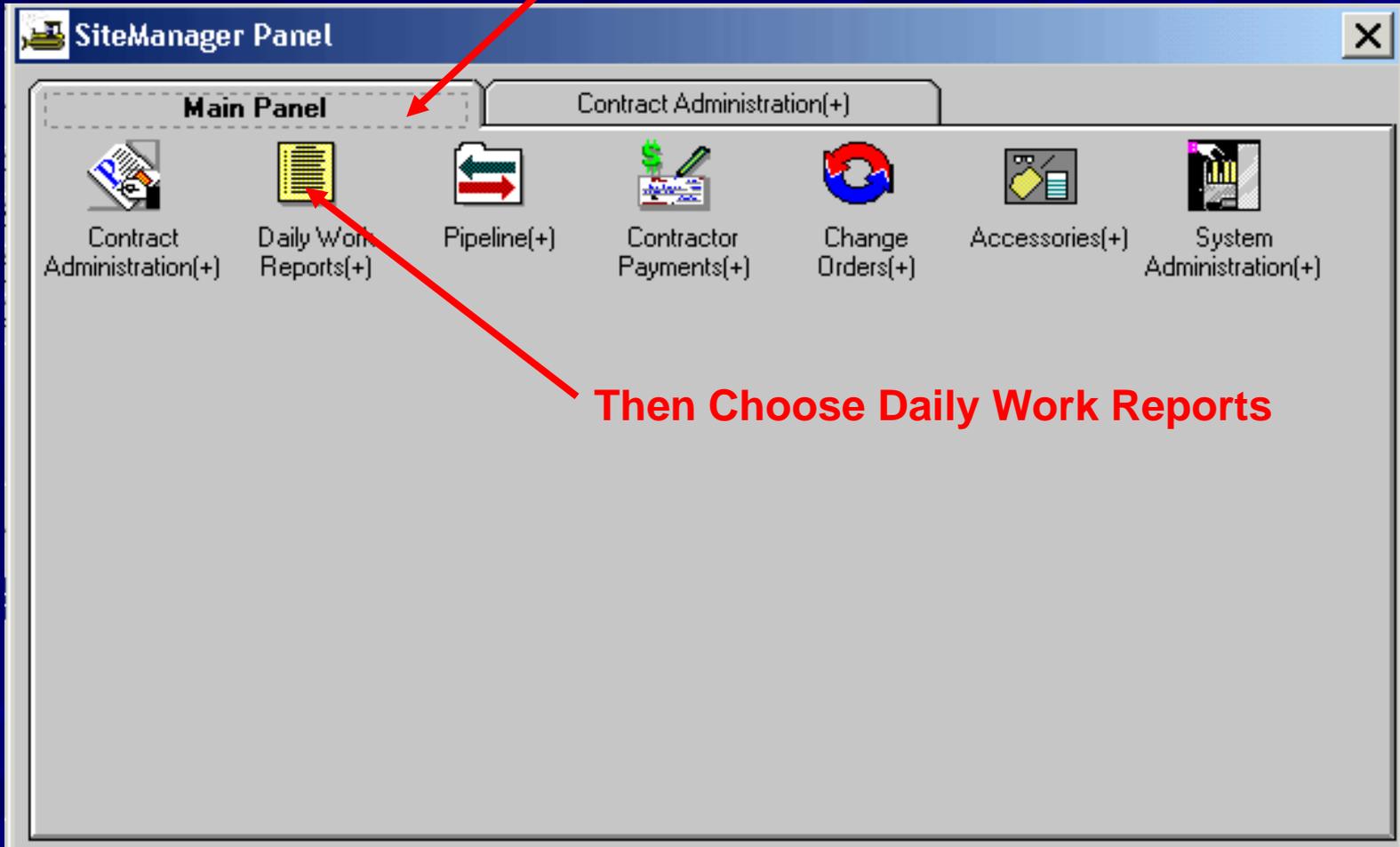
Contracts

Description	Location	Payment Data	Critical Dates	Primary Personnel	Prime Contractor	DBE Commit	Training Plan
-------------	----------	--------------	----------------	-------------------	------------------	------------	---------------

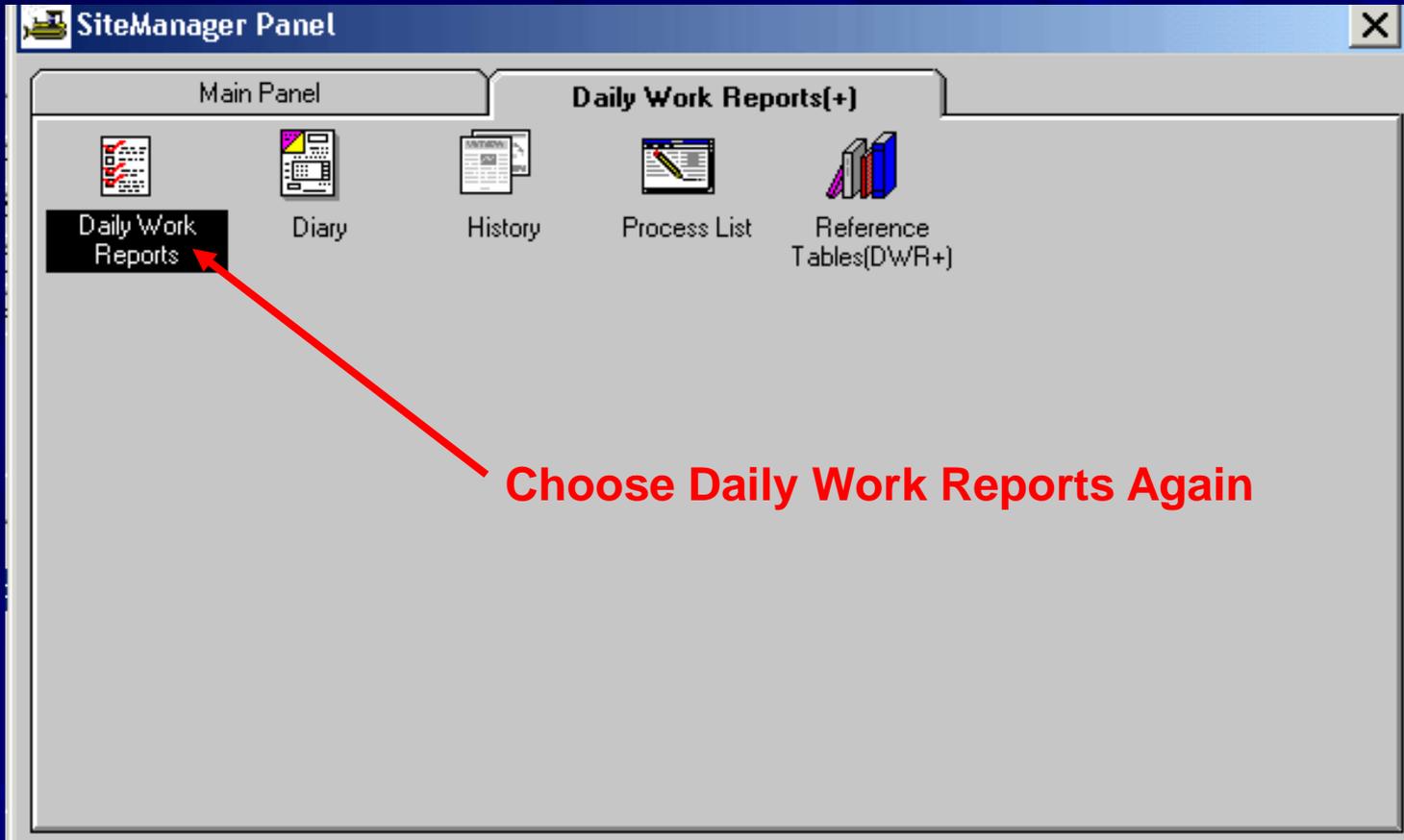
Contract ID:	T5102	Fed St/Pr Prj Nbr:	00422221
Status:	Active	Primary PCN:	24248425201
District:	05	Resid-Yard:	509
Field :		Variance Pct:	.00
Progress Sched:		<b>Funding</b> <input checked="" type="radio"/> Federal <input type="radio"/> State/Province <input type="radio"/> Both	
Desc:	SR 400 (I-4) Interchange at SR408 (East West Expressway)		
Time Charges:	WORKING DAYS (AVAILABLE DAYS)	Bid Days:	900
Contract Type:	Construction Contract	Bid Amt:	\$118,920,731.95
Work Type:	Interstate Construction (new)	<input checked="" type="checkbox"/> Fed Oversight <input type="checkbox"/> Local Oversight	
Spec Yr:	2004	Unit System:	English
Suppl Spec Bk Yr:		Proposal Fund Type:	B17
Alt ID:			

Wage Decision:	Wage Decision ID	Wage Decision Description	Genrl Wg Dcsn ID
	0001	Federal Aid contract- wage decision required.	See Contr.

**Choose Main Panel**



**Then Choose Daily Work Reports**



**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/19/08

Locked: No  
Authorized: No  
Authorized Date: 00/00/00

Temperature  
High: 0  
Low: 0

Weather Conditions  
A.M.:  
P.M.:

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

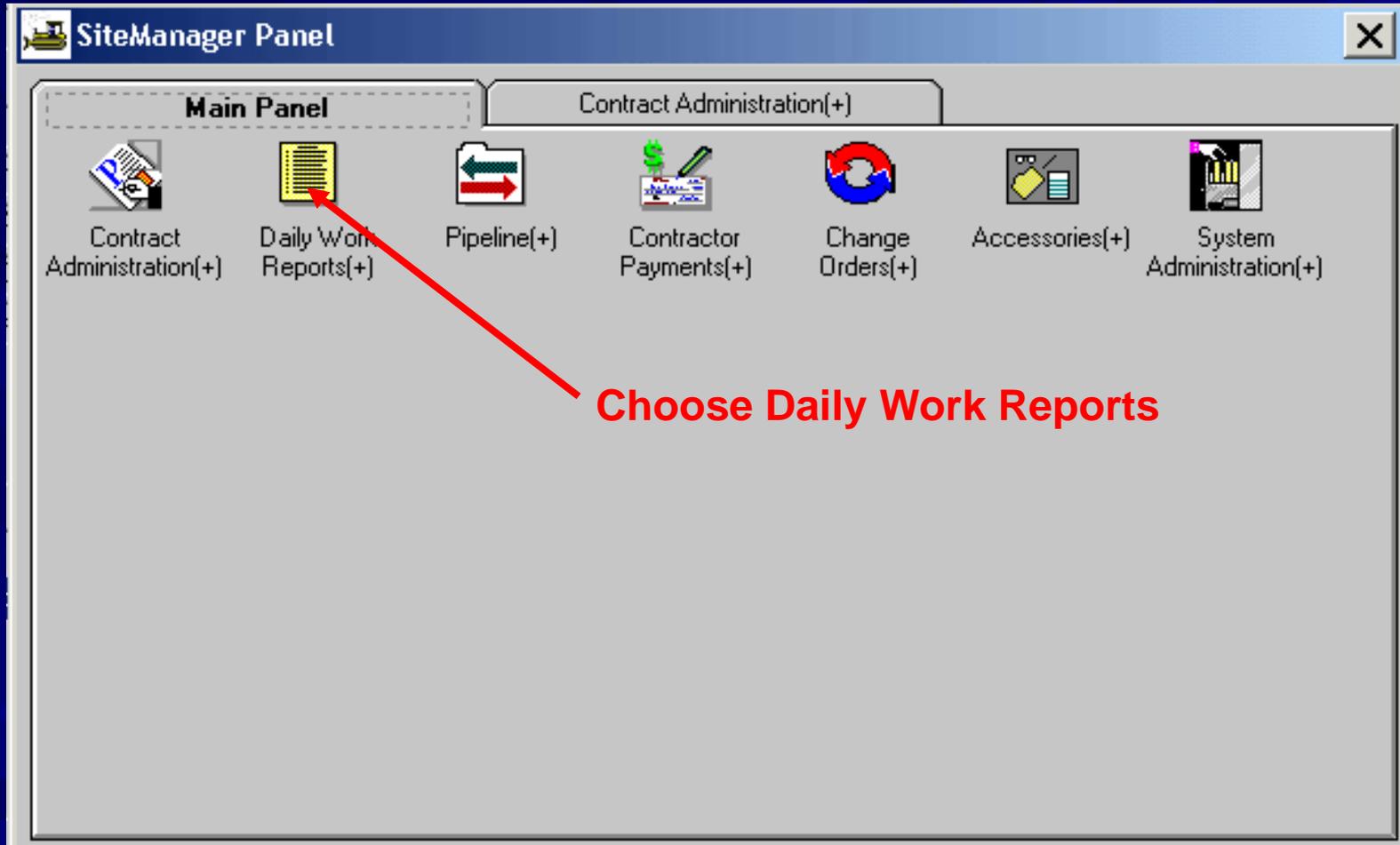
Accident  
Addtl. Weather Descrp  
Claim Issues

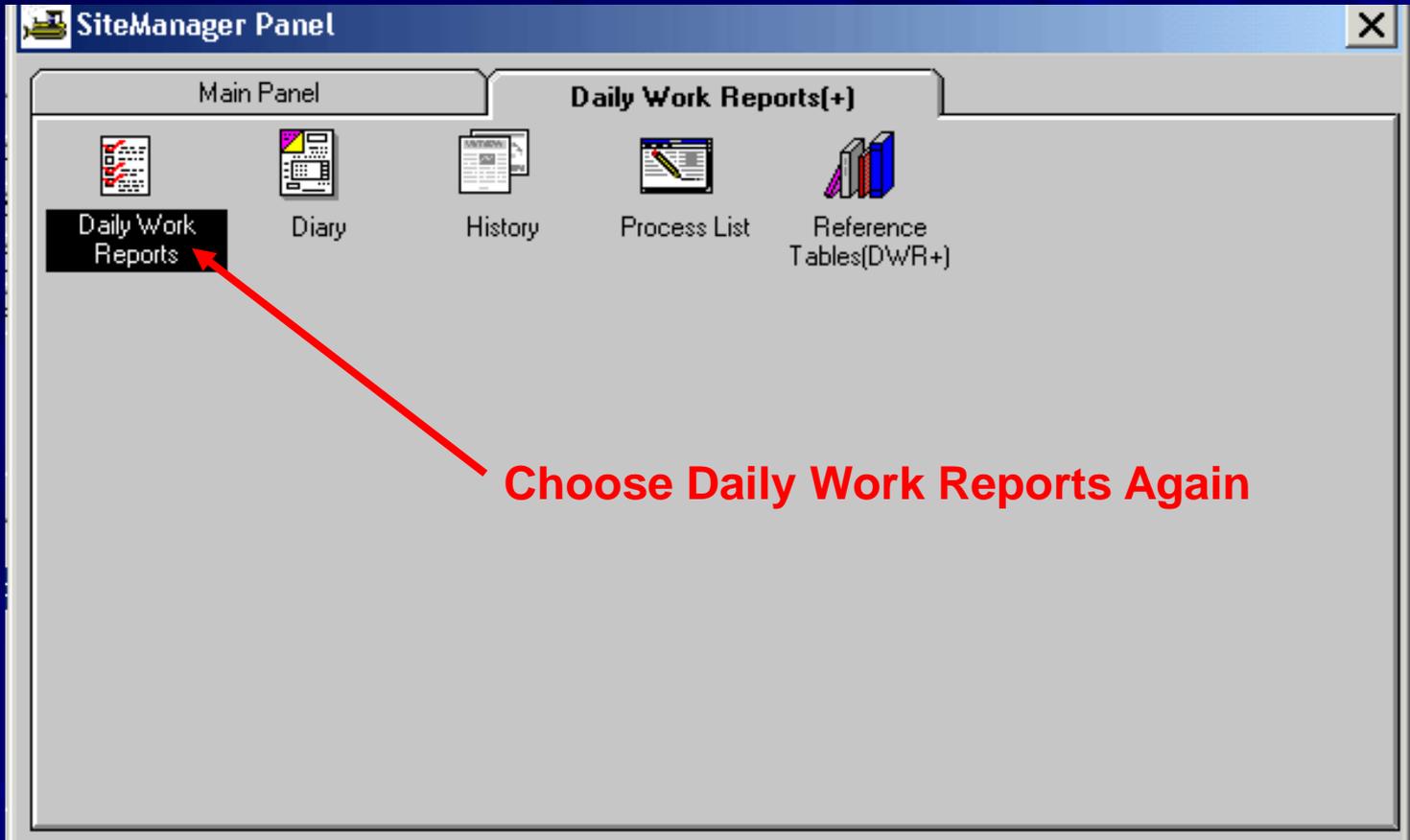
Ready Server Sysstest CND50ENG cn506di

**Automatically Today's date**



## OPTION #2





**AASHTO Site Manager**

File Edit **Services** Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

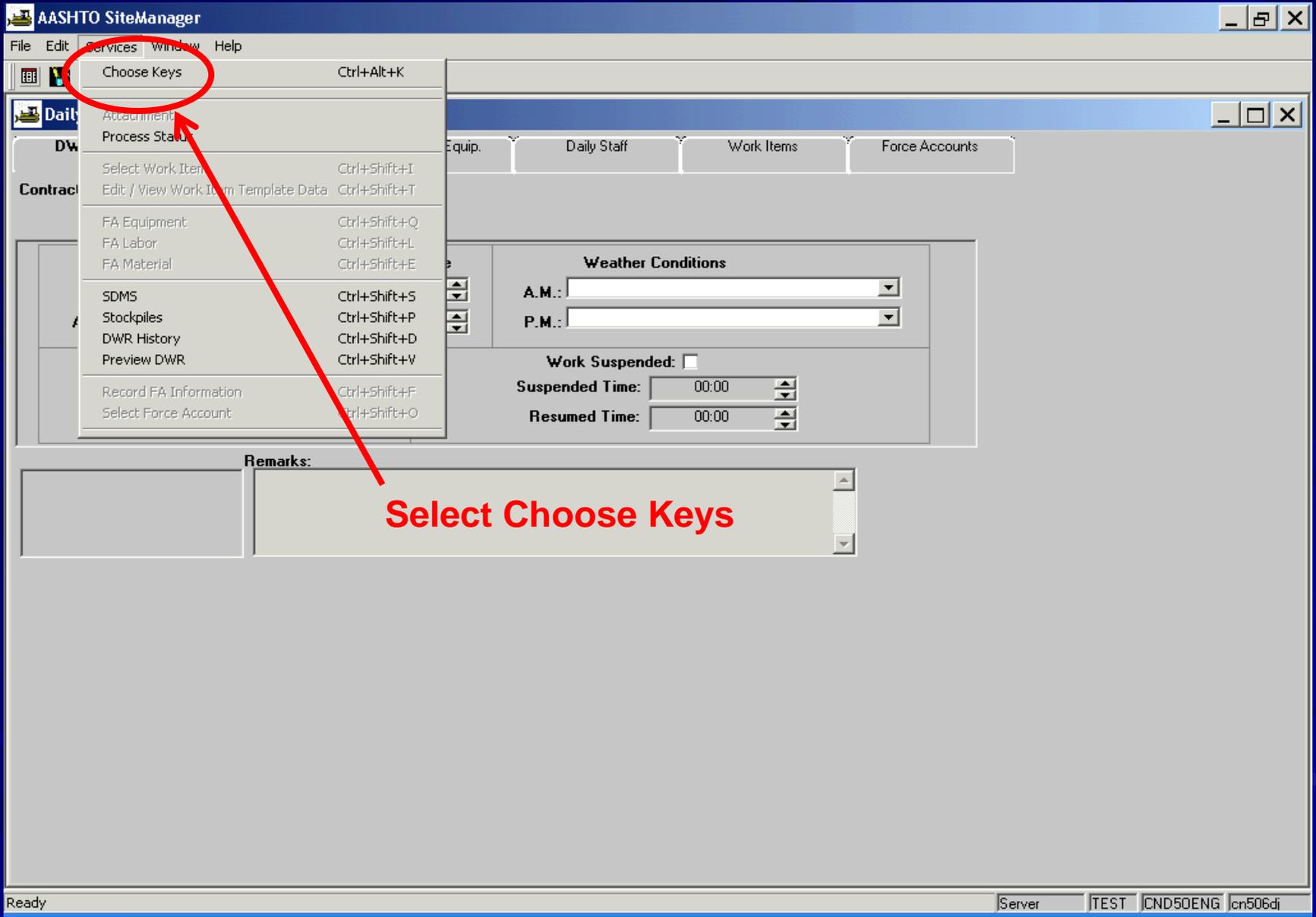
Contract ID: Inspector:

DWR Date:

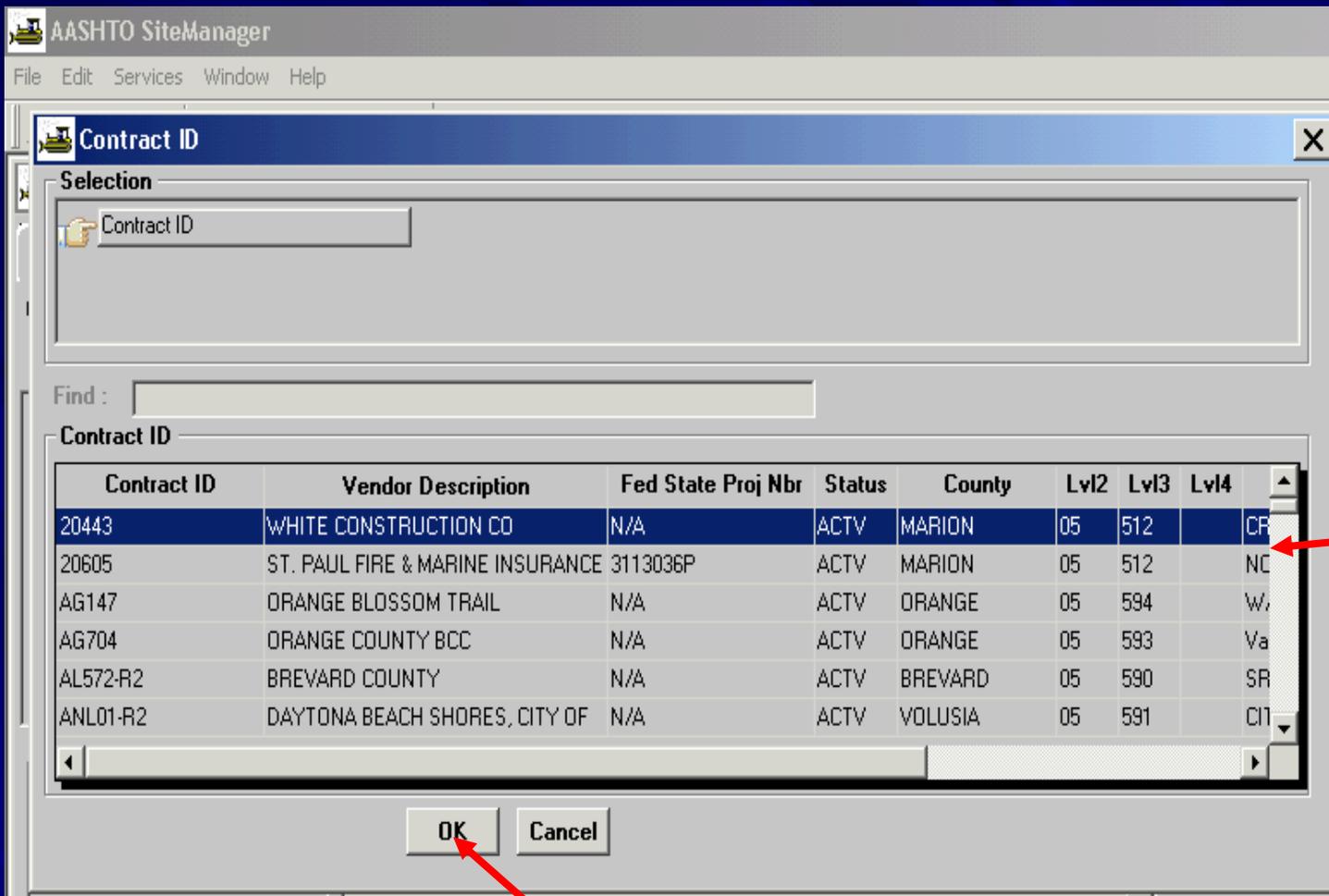
Locked: <input type="text" value="No"/>	Temperature	Weather Conditions
Authorized: <input type="text" value="No"/>	High: <input type="text" value="0"/>	A.M.: <input type="text"/>
Authorized Date: <input type="text" value="00/00/00"/>	Low: <input type="text" value="0"/>	P.M.: <input type="text"/>
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: <input type="text" value="00:00"/>	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: <input type="text" value="00:00"/>	

Remarks:

**Select Services**



Select Choose Keys



**Scroll to  
Your  
Contract  
Number**

**Then Select OK**

Or...

Double click on  
"Contract ID"

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager" and the menu bar includes "File", "Edit", "Services", "Window", and "Help". The main window is titled "Contract ID" and contains a "Selection" area with a "Contract ID" field. Below this is a "Find:" search box. The primary content is a table with the following columns: "Contract ID", "Vendor Description", "Fed State Proj Nbr", "Status", "County", "Lvl2", "Lvl3", and "Lvl4". A red arrow points to the "Contract ID" column header. The table contains six rows of data. At the bottom of the dialog are "OK" and "Cancel" buttons.

Contract ID	Vendor Description	Fed State Proj Nbr	Status	County	Lvl2	Lvl3	Lvl4
20443	WHITE CONSTRUCTION CO	N/A	ACTV	MARION	05	512	CR
20605	ST. PAUL FIRE & MARINE INSURANCE	3113036P	ACTV	MARION	05	512	NC
AG147	ORANGE BLOSSOM TRAIL	N/A	ACTV	ORANGE	05	594	W,
AG704	ORANGE COUNTY BCC	N/A	ACTV	ORANGE	05	593	Va
AL572-R2	BREVARD COUNTY	N/A	ACTV	BREVARD	05	590	SR
ANL01-R2	DAYTONA BEACH SHORES, CITY OF	N/A	ACTV	VOLUSIA	05	591	CIT

Contract ID

**Enter Contract number**

Selection

Contract ID

**(Note: Letter has to be Capital to work)**

Find : T5102

Contract ID

Contract ID	Vendor Description	Fed State Proj Nbr	Status	County	Lvl2	Lvl3	Lvl4
T5100	SOUTHLAND CONSTRUCTION, INC.	N/A	ACTV	LAKE	05	515	FF
T5101	M & J CONSTRUCTION COMPANY OF F	N/A	ACTV	VOLUSIA	05	513	AT
T5102	PCL CIVIL CONSTRUCTORS, INC.	00422221	ACTV	ORANGE	05	509	AT
T5103	MIDDLESEX CORPORATION (THE)	N/A	ACTV	LAKE	05	515	FF
T5104	RANGER CONSTRUCTION INDUSTRIE	N/A	ACTV	ORANGE	05	509	FF
T5106	RANGER CONSTRUCTION INDUSTRIE	2561062P	ACTV	BREVARD	05	514	At

OK Cancel

**Select OK**

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/19/08

Locked: No  
Authorized: No  
Authorized Date: 00/00/00

Temperature  
High: 0  
Low: 0

Weather Conditions  
A.M.:  
P.M.:

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

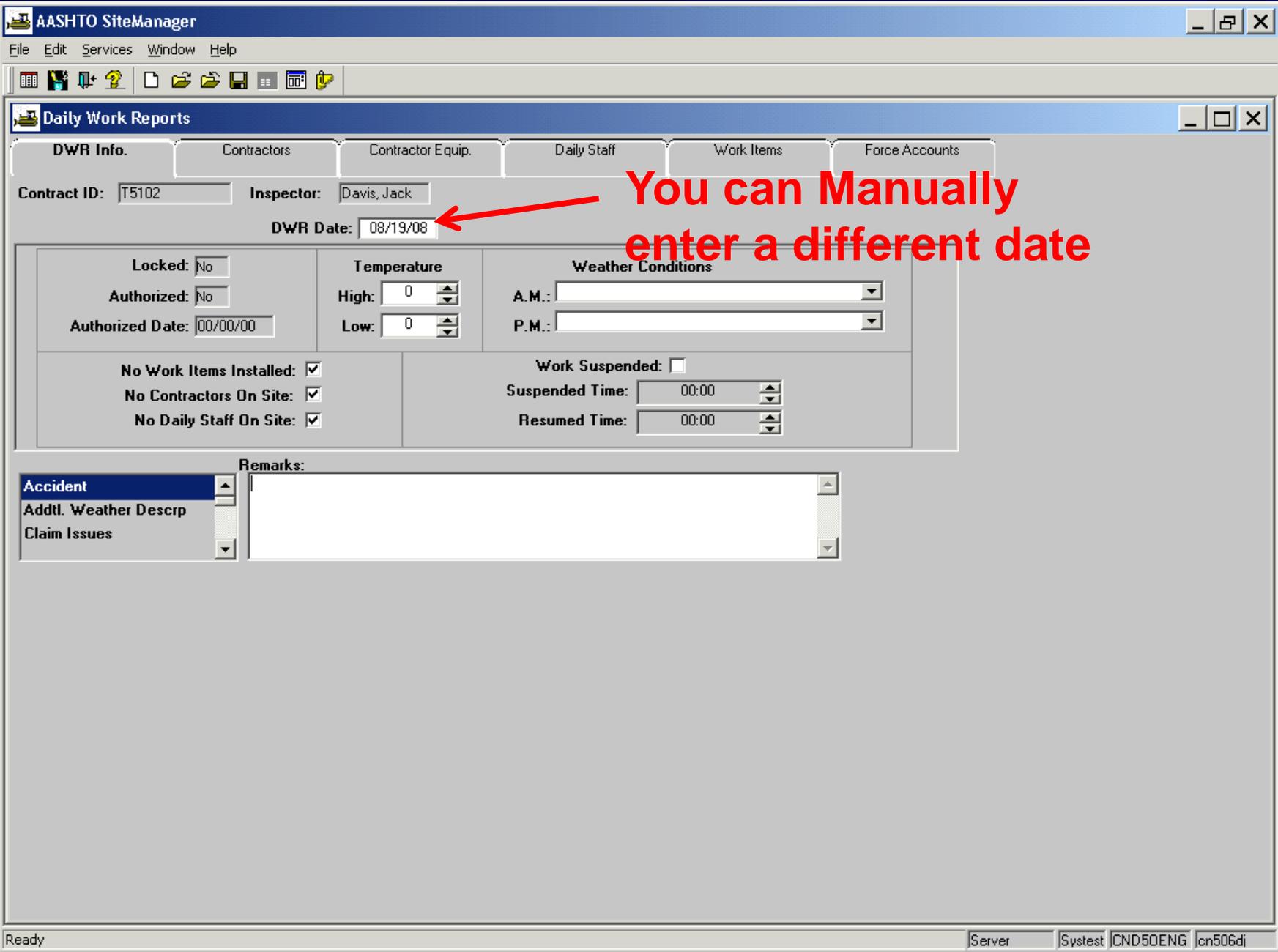
Remarks:

Accident  
Addtl. Weather Descrp  
Claim Issues

Ready Server Sysstest CND50ENG cn506di

**Automatically Today's date**





**Or...Shortcut!!**

The screenshot shows the AASHTO SiteManager interface. The main window is titled "Daily Work Reports" and contains several tabs: "DWR Info.", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "DWR Info." tab is active, showing fields for "Contract ID: T5102", "Inspector: Davis, Jack", and "DWR Date: 08/19/08". A red arrow points to the "DWR Date" field. A "Select Date" dialog box is open, displaying a calendar for August 2008. The date 19 is highlighted. The dialog box has "OK" and "Cancel" buttons. To the right of the calendar, there are fields for "Weather Conditions" (A.M. and P.M.), "Work Suspended" (checkbox), "Suspended Time" (00:00), and "Resumed Time" (00:00). The status bar at the bottom shows "Ready" and "Server | Systest | CND50ENG | cn506dj".

**Double click on date box and select from calendar**

**(Note: Date must be before today's date)**

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

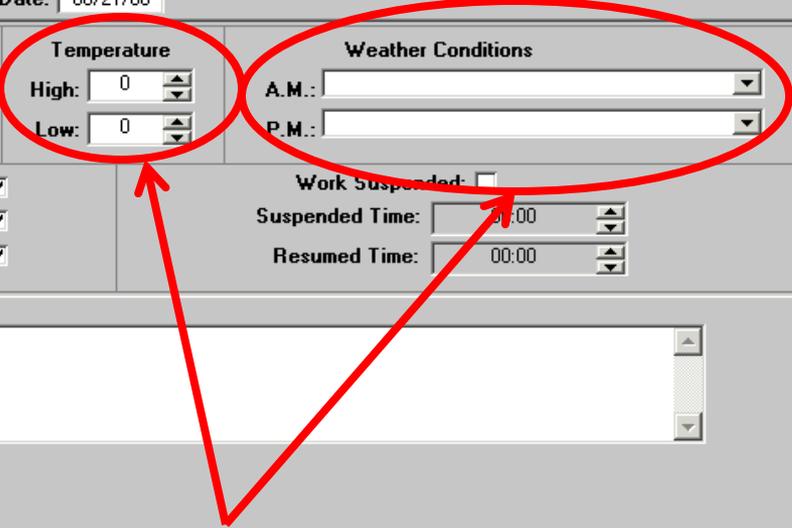
Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	<b>Temperature</b>	<b>Weather Conditions</b>
Authorized: No	High: 0	A.M.: [Dropdown]
Authorized Date: 00/00/00	Low: 0	P.M.: [Dropdown]
No Work Items Installed: <input checked="" type="checkbox"/>		Work Suspended: <input type="checkbox"/>
No Contractors On Site: <input checked="" type="checkbox"/>		Suspended Time: 01:00
No Daily Staff On Site: <input checked="" type="checkbox"/>		Resumed Time: 00:00

Remarks:

- Accident
- Addtl. Weather Descrp
- Claim Issues



**IMPORTANT!!!**

**Temperature / Weather Conditions are filled out by Senior Inspector ONLY!! Make a note of this in the Additional Weather Description Remarks section.**

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

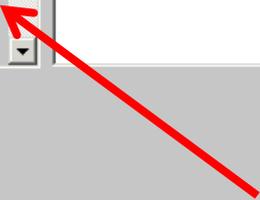
DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 0	A.M.: [dropdown]
Authorized Date: 00/00/00	Low: 0	P.M.: [dropdown]
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Accident	[text area]
Addtl. Weather Descrp	
Claim Issues	

Ready Server Systest CND50ENG cn506di



Enter information for ALL items in Scroll-down list

# Disclaimer:

This is how we do it in District Five.

You need to follow your individual District's requirements for filling DWR's.

# Concepts

- When it comes to information in a daily Work Report more is always better than less. If it's not in the Daily one could argue that it didn't happen.
- By filling in something in every drop-down, (it doesn't take much longer) it makes it clear that you did not leave the box blank by accident.
- It forces you to remember things you may forget (Visitors, Contract Day, Comments made to Contractor, Traffic issues, etc.)

- This process also ensures that we meet all the requirements set forth in CPAM.

# Accident

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 0	A.M.: [dropdown]
Authorized Date: 00/00/00	Low: 0	P.M.: [dropdown]
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Accident <input checked="" type="checkbox"/>	No Accident
Addtl. Weather Descrp	
Claim Issues	

Ready Server TEST CND50ENG cn506di

If there was an accident document what happened, if no accident put "No accident"

# Additional Weather Description

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 0	A.M.: [Dropdown]
Authorized Date: 00/00/00	Low: 0	P.M.: [Dropdown]
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

See Senior Inspector's Daily for Temperature / Weather Conditions

In the late afternoon (3:30 to 4:45) there was a light rain on-site. Soil conditions Dry. Rain did not affect any major work items.

Accident

Addtl. Weather Descrp

Claim Issues

Ready Server Syste CN50ENG cn506di

**Document any details about the day's weather. Include time durations, and any effect the weather had on major work items. This could be useful if the Contractor tries to claim a Weather delay and is not entitled. It may not seem important at the time but may become important at the end of the job when time is tight.**

- Contractor is not eligible for a Weather Day unless the Weather prevents him from working on more than 50% of a pre-determined controlling Item of work.

Example : If it rains less than 4 hours of a 8 hour day and the work could continue, the Contractor is not eligible.

This is why it is important to include this additional Information in your report.

# Claim Issues

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 0	A.M.: [Dropdown]
Authorized Date: 00/00/00	Low: 0	P.M.: [Dropdown]
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Accident <input checked="" type="checkbox"/>	No Claim Issues
Addtl. Weather Descrip <input checked="" type="checkbox"/>	
Claim Issues <input checked="" type="checkbox"/>	



If there was a Claim Issue document what happened, if no Claim Issue put "No Claim Issues" or "None"

# Conformance with Contract Documents Y/N

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Claim Issues <input checked="" type="checkbox"/>	Yes
Conf. w/cont. docs Y/N	
Contractor Operations	

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If the contractor is in conformance with the contract documents put "yes". If no explain why

# Contractor Operations

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Contractor Operations <input checked="" type="checkbox"/>	PCL Construction was performing the following operations from 7:00am-5:30pm:
Controlling Items of Work <input checked="" type="checkbox"/>	1) The paving crew was sweeping, spraying tack, and laying asphalt on the RT roadway from sta. 496+00 to 593+20.
EED Issues <input type="checkbox"/>	2) QC was checking spread rate, monitoring asphalt temperature, taking cores and density on the freshly placed asphalt.

↑

**Document Contractor's name, work being performed, location of operations (sta. to & from), time each operation begins & ends**

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# Contractor Operations

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

Claim Issues <input checked="" type="checkbox"/>	and density on the freshly placed asphalt.
Conf. w/cont. docs Y/N <input checked="" type="checkbox"/>	Rental Equipment: Power Broom being used was provided by Williams
Contractor Operations <input checked="" type="checkbox"/>	Equipment (ID# 23473) Qty 1 for 10.5 hrs. w/ Operator for 10.5 hrs

**IMPORTANT !! Document any Rental Equipment after Contractor Operations description**

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# Rental Equipment

- Sometimes labor and Equipment is provided via Rental Agreement.
- It is important to check with your PA whether these contractors are approved to be on the jobsite.
- Once it is determined that they are approved, it is also important that the time they are there is documented.
- Sometimes work was performed and they can't prove it, other times it wasn't, and we can't dispute it. This affects their ability to get paid.

# Controlling Items of Work

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: <input type="checkbox"/> No	Temperature	Weather Conditions
Authorized: <input type="checkbox"/> No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Contractor Operations <input checked="" type="checkbox"/>	0337-7-6 Asphalt Concrete Friction Course, Inc BIT Rubber
Controlling Items of Work <input checked="" type="checkbox"/>	0102-78 Reflective Pavement Markers
EED Issues	0710-11-111 Painted Pavement Marking - Standard White Solid
	0710-11-211 Painted Pavement Marking - Standard Yellow Solid
	0710-11-231 Painted Pavement Marking - Standard Yellow Skip

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List controlling Items of work for the day.  
If you are not sure about which items are  
controlling items, get with your PA

# EEO Issues

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

Controlling Items of Work <input checked="" type="checkbox"/>	None
EEO Issues <input checked="" type="checkbox"/>	
Environmental <input type="checkbox"/>	

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This item used to be used a lot when the Department had goals. You will probably not ever have to use it, but if you have an issue with EEO it would go here. Talk to your Resident EEO Compliance Specialist if You have questions.

# Environmental

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

EED Issues   
Environmental  
General

None



Use this to document any Environmental Issues you may encounter. If none, put "None"

# General

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No  
Authorized: No  
Authorized Date: 00/00/00

Temperature  
High: 85  
Low: 80

Weather Conditions  
A.M.: Clear  
P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

General    
Maint of Traffic   
Other

Contract Day 112  
At 3:30pm, the paving operation was at sta. 579+00 when it started raining. However, the paving operation continued despite the light rainfall. Rain ceased at 4:45pm. Paving ended at sta. 593+20

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**This space is used for a number of items: Contract Day, Instructions given to the Contractor / Sub contractor or their representatives, any Work or materials that were rejected and why, any delays including any items of work affected, any extraordinary work being performed, any unusual or unexpected conditions such as flooding or sinkholes, any Discussions with representatives of the Contractor / Sub contractor or Utility company, any observations by the technician of significant importance to the project's progress**

# Maintenance of Traffic

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

General <input checked="" type="checkbox"/>	The MOT crew was maintaining a 2 mile lane closure for the paving operation.
Maint of Traffic <input checked="" type="checkbox"/>	
Other <input type="checkbox"/>	

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Use this to document Temporary MOT going on that day, or issues with MOT. If none, put "None"

# Other

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File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:  Work Suspended:

No Contractors On Site:  Suspended Time: 00:00

No Daily Staff On Site:  Resumed Time: 00:00

Remarks:

General <input checked="" type="checkbox"/>	At Cherry Lake Tree Farm Rd. Sta. 592+60, an Embarq telephone box was "run over" by a truck (Truck #1139, Tag#C59 28V) owned by Cherry Lake Tree Farm.
Maint of Traffic <input checked="" type="checkbox"/>	
<b>Other</b> <input type="checkbox"/>	

↑

**Use this to document any issues you may encounter that don't fit any other items better. If none, put "None"**

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# Pursuit of work? Y/N?

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>	Resumed Time: 00:00	

Remarks:

Maint of Traffic <input checked="" type="checkbox"/>	Yes
Other <input checked="" type="checkbox"/>	
Pursuit of work, Y/N? <input type="checkbox"/>	

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Use this to document whether the Contractor is pursuing the work. If they are not put "No" and explain what is happening.

# Quality Control Plan Compliance

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No  
Authorized: No  
Authorized Date: 00/00/00

Temperature  
High: 85  
Low: 80

Weather Conditions  
A.M.: Clear  
P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:  
Pursuit of work, Y/N?   
QC Plan Compliance  
Safety Violations

Yes

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Use this to document whether the contractor is In compliance QC Plan. Review the Contractor QC For your project to determine this.

# Safety Violations

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Pursuit of work, Y/N?   
QC Plan Compliance   
**Safety Violations**

Remarks:  
Impact Attenuator damaged at Ramp B sta. 123+00. Made Contractor's representative Mark Smith aware of it, he said it was scheduled to be fixed tonite.]

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Use this to document any Safety Violations you may encounter. If none, put "None"

# Stockpiled Materials

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

Safety Violations <input checked="" type="checkbox"/>	PCL Delivered 178 Temporary Barrier wall, stored outside of clear zone at sta. 182+50.
<b>Stockpiled Materials</b>	
SubContractor Operati	



**Use this to document any Stockpiled Materials Delivered to the site. If none, put "None"**

# Subcontractor Operations

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

Safety Violations <input checked="" type="checkbox"/>	TSI was placing Painted Pavement Markings: White Solid Edgeline, Yellow Skip and Yellow Solid Centerline, and RPM's on the RT roadway from sta. 593+20 to 692+95.
Stockpiled Materials <input checked="" type="checkbox"/>	
<b>SubContractor Operati</b>	



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Use this to document any Subcontractor Operations going on that day. If none, put "None"

# Traffic

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:   
No Contractors On Site:   
No Daily Staff On Site:

Work Suspended:   
Suspended Time: 00:00  
Resumed Time: 00:00

Remarks:

SubContractor Operati <input checked="" type="checkbox"/>	Traffic backed-up due to car with flat tire at 2:30pm, car was moved out of way and traffic resumed as normal by 3:00pm
Traffic <input checked="" type="checkbox"/>	
Utility <input type="checkbox"/>	

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Use this to document any Traffic Issues that happened that day. If any Off-duty Officers were present. If none, put "None"

# Utility

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: No	Temperature	Weather Conditions
Authorized: No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain

No Work Items Installed:  Work Suspended:

No Contractors On Site:  Suspended Time: 00:00

No Daily Staff On Site:  Resumed Time: 00:00

Remarks:

SubContractor Operati <input checked="" type="checkbox"/>	Embarq: Continued to install new fiber lines from sta. 125+75 to 137+25
Traffic <input checked="" type="checkbox"/>	
Utility <input type="checkbox"/>	Orlando Utility Commision: Continued to install forced main from sta. 142+00 to 158+25



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**Use this to document any Utility Contractor operations going on that day. If none, put "None"**

This is your last Item on the DWR Info tab so hit save before you go to the contractor tab



Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/21/08

Locked: <input type="checkbox"/> No	Temperature	Weather Conditions
Authorized: <input type="checkbox"/> No	High: 85	A.M.: Clear
Authorized Date: 00/00/00	Low: 80	P.M.: Light Rain
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input checked="" type="checkbox"/>		
No Daily Staff On Site: <input checked="" type="checkbox"/>		

Daily Work Reports

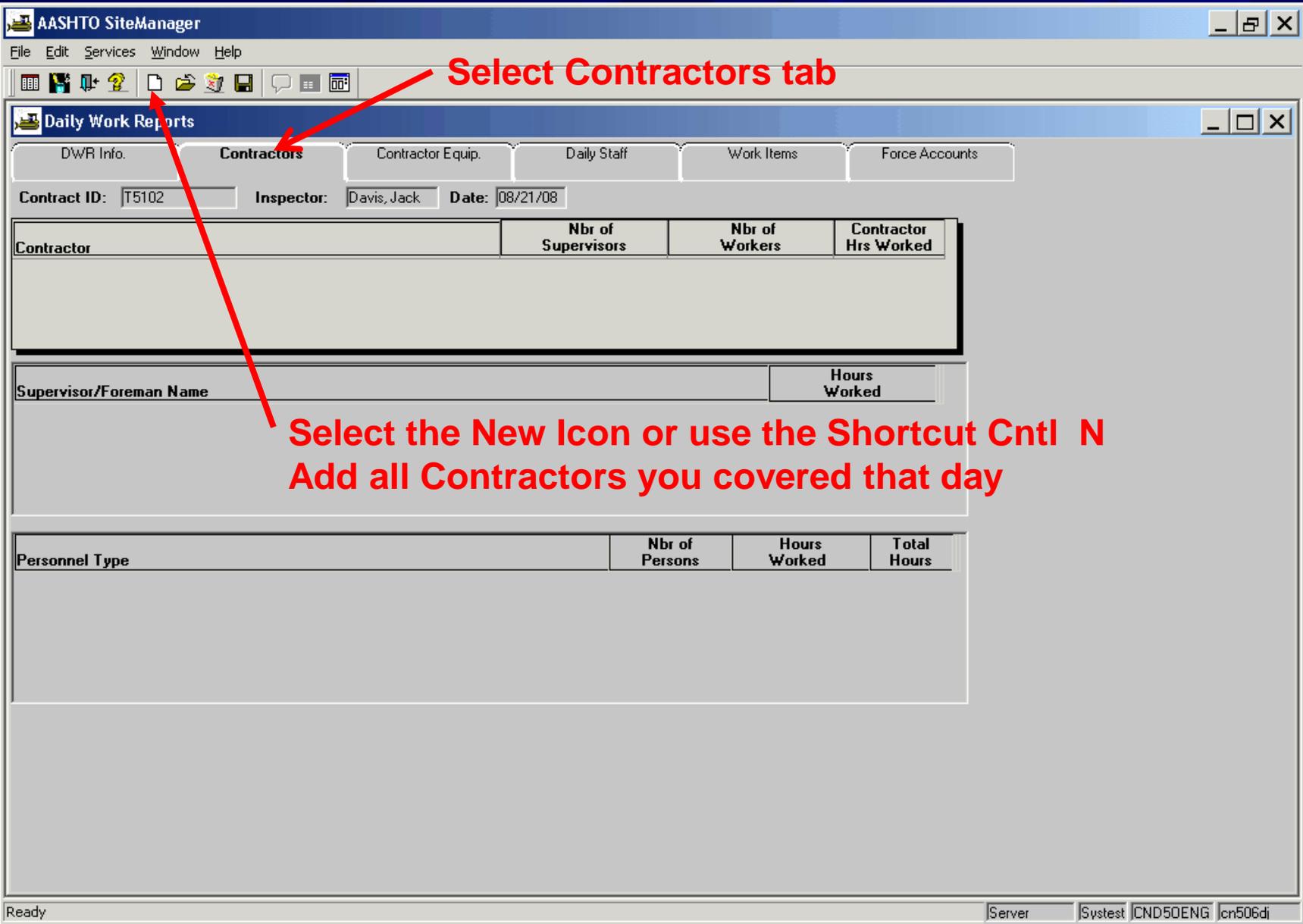
Save changes?



If you don't save, you will be prompted to, select "Yes" to move on.

- SubContractor Operati
- Traffic
- Utility

Remarks:  
Embarq: Continued to inst  
Orlando Utility Commision:  
158+25



Select Contractors tab

Select the New Icon or use the Shortcut Cntl N  
Add all Contractors you covered that day



Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
<input type="text" value="VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIM PCL CIVIL CO"/>			.000
<input type="text" value="VF593511800001 ADVANCED CABLING SOLUTIONS, INC ADVANCED C"/>			
<input type="text" value="VF201605856001 AFFORDABLE GREASE CONTROL, INC. AFFORDABLE"/>			
<input type="text" value="VF591414856001 ALL-RITE FENCE CO INC ALL-RITE FEI"/>			
<input type="text" value="VF731728840001 AMERICAN DEMOLITION &amp; ENVIRONMENTAMERICAN D"/>			
<input type="text" value="VF020605255001 AMERICAN PRIDE CONSTRUCTION SERVIAMERICAN P"/>			

Site Manager Calculates These 3 fields for you.

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
<input type="text"/>			

Select Contractor from drop down list

**NEW!!!**

AASHTO S... Manager

File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **			.000

Supervisor/Foreman Name	Hours Worked
-------------------------	--------------

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
----------------	----------------	--------------	-------------

Ready Server TEST CND50ENG |cn506dj

**DO NOT use "Supervisor/Foreman Name" section!!!**  
**ALL Personnel to be entered in bottom Personnel Type Section**



If hours need to be broken up between personnel then use remarks

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **			.000

Highlight "Personnel Type" Box

Supervisor/Foreman Name	Hours Worked

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Superintendent, Day		0.000	.000
Skilled, Partial Night			
Superintendent, Day			
Superintendent, Night			
Superintendent, Partial Day			
Superintendent, Partial Night			

Select Personnel types from drop down list



Daily Work Reports

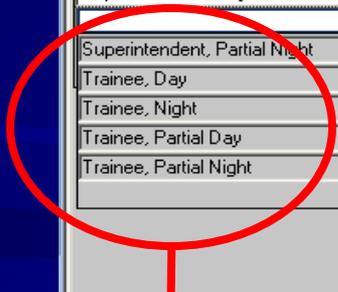
DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **		4	32.000

Supervisor/Foreman Name	Hours Worked
-------------------------	--------------

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Common, Day	2	8.000	16.000
Foreman, Day	1	8.000	8.000
Superintendent, Day	1	8.000	8.000
Superintendent, Partial Night		0.000	.000
Trainee, Day			
Trainee, Night			
Trainee, Partial Day			
Trainee, Partial Night			



**IMPORTANT!!!**

# TRAINEES

- The State has a program in place if the job is Federally funded, has a duration of more than 225 days, and a construction cost of over 1 million dollars, Trainees are required
- Contractors can also volunteer to have Trainees if the job does not meet the criteria
- Check with your Resident Compliance Specialist and your Project Administrator to determine if your project has Trainees

# IMPORTANCE OF DOCUMENTING TRAINEES IN YOUR DAILY WORK REPORT

The Resident Compliance Specialist monitors the Trainees and they use the info you put in your DWR to:

- Verify the Contractor's Payroll is correct
- Ensure that the Contractor is meeting their Trainee goals
- The Trainees need their hours to be documented to get promoted

**AASHTO SiteManager**

File Edit Services Window Help

1. Select Equipment Tab

**Daily Work Reports**

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. *** PRIME ***	1	4	40.000

2. Highlight "Equipment ID" box

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
----------------------------	----------------	----------	------------

3. Select New

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If hours need to be broken up between equipment or if you want to put specific information then use remarks

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **	1	4	40.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
	0	0	0.000
002 MAN LIFT			
01A293 COMPRESSOR INGERSOLL RAND			
01A330 COMPRESSOR INGERSOLL RAND			
01A334 COMPRESSOR INGERSOLL RAND			
01P237 PUMP			

Select Equipment types from drop down list

**AASHTO SiteManager**

File Edit Services Window Help

Daily Work Reports

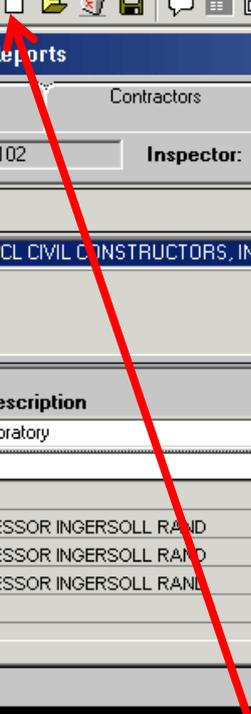
DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **	1	4	40.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
gen - 50 Roller, Vibratory	1	1	8.000
	0	0	0.000
002 MAN LIFT			
01A293 COMPRESSOR INGERSOLL RAND			
01A330 COMPRESSOR INGERSOLL RAND			
01A334 COMPRESSOR INGERSOLL RAND			
01P237 PUMP			



**Select the New Icon or use the Shortcut Cntl N  
add additional Equipment**

# Rental Equipment

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **	1	4	40.000
			.000

VF840915605003 PCL CIVIL CONSTRUCTORS, INC. \*\* PRIME \*\*  
VF593511800001 ADVANCED CABLING SOLUTIONS, INC. ADVANCED C  
VF201605856001 AFFORDABLE GREASE CONTROL, INC. AFFORDABLE  
VF591414856001 ALL-RITE FENCE CO, INC. ALL-RITE FEI  
VF731728840001 AMERICAN DEMOLITION & ENVIRONMENTAL AMERICAN D  
VF020605255001 AMERICAN PRIDE CONSTRUCTION SERVICE AMERICAN P

Nbr. of Pieces	Nbr Used	Hours Used
----------------	----------	------------

**Select Company name from drop down list**

**IMPORTANT!!!!**  
If they are not on the drop down list notify your PA  
Immediately!! They MUST have an approved Rental Agreement  
to be physically allowed on the project due to Insurance Liability.

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AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **	1	4	40.000
VF651024045001 ATLANTIC ASPHALT SERVICES, INC.			.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
	0	0	0.000
gen - 01 Air Compressor			
gen - 02 Air Hammer			
gen - 03 Arrow Board			
gen - 04 Asphalt Distributor			
gen - 05 Asphalt Paver			



Select Equipment types from drop down list

The screenshot displays the AASHTO SiteManager application window. The main window title is "AASHTO SiteManager" and the sub-window title is "Daily Work Reports". The interface includes a menu bar (File, Edit, Services, Window, Help) and a toolbar with various icons. A red circle highlights a specific icon in the toolbar, which is a speech bubble with a list icon inside. A red arrow points from this icon to a "Remarks (General Remarks)" text area. This area contains the text "Contractor was using Caterpillar 8 ton roller ID#23457". Another red arrow points from the text area back to the toolbar icon. The interface also shows fields for "Contract ID: T5102", "Inspector: Davis, Jack", and "Date: 08/21/08". There are tabs for "DWR Info.", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". A table on the left lists "Contractor" information and "Equipment ID - Description".

**Remarks (General Remarks) :**  
Contractor was using Caterpillar 8 ton roller ID#23457

**Contractor**

VF840915605003	PCL CIVIL
VF651024045001	ATLANTIC

**Equipment ID - Description**

gen - 21	Concrete Vibrator
----------	-------------------

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**Remarks Bubble: If you would like to add additional comments relating to a particular piece of equipment, you can use this.**

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractor Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **	1	4	40.000
VF651024045001 ATLANTIC ASPHALT SERVICES, INC.			.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
gen - 21 Concrete Vibrator	1	1	8.000

Ready Server Systest CND50ENG cn506di

**You will know there are Remarks for a piece of Equipment  
If the bubble has lines.**

# IMPORTANT!!!

**DO NOT use the Daily Staff Tab, Work Item Tab, or the Force Accounts Tabs!!!!**

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. *** PRIME ***	1	4	40.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
gen - 50 Roller, Vibratory	1	1	8.000
	0	0	0.000
002 MAN LIFT			
01A293 COMPRESSOR INGERSOLL RAND			
01A330 COMPRESSOR INGERSOLL RAND			
01A334 COMPRESSOR INGERSOLL RAND			
01P237 PUMP			

Ready Server Svsstest CND50ENG cn506di



Daily Work Reports

DWR Info.

Contractors

Contractor Equip.

Daily Staff

**Work Items**

Force Accounts

Contract ID: T5102

Inspector: Davis, Jack

Date: 08/19/08

Instld	Project Number	Line Item Number	Category Number	Category	Description	Item Code	Description
<input type="checkbox"/>	24248425201	2025	0200	ROADWAY		0521 5 2	CONCRETE TRAFFIC RAILING BARRIER BRIDGE (42"
<input type="checkbox"/>	24248425201	2030	0200	ROADWAY		0521 6 3	CONCRETE PARAPET (RETAINING WALL SYSTEM M
<input type="checkbox"/>	24248425201	2035	0200	ROADWAY		0521 8 1	CONC TRAF RAIL BARRIER(RET WALL SYSTEM)32'
<input type="checkbox"/>	24248425201	2040	0200	ROADWAY		0521 8 2	CONCRETE TRAFFIC RAIL BARRIER(RETAINING W
<input type="checkbox"/>	24248425201	2045	0200	ROADWAY		0521 72 3	BARRIER WALL CONC (RIGID-SHOULDER)
<input type="checkbox"/>	24248425201	2050	0200	ROADWAY		0521 72 5	BARRIER WALL CONC (RIGID-CURB & GUTTER)
<input checked="" type="checkbox"/>	24248425201	2055	0200	ROADWAY		0522 1	SIDEWALK CONC (4" THICK)
<input type="checkbox"/>	24248425201	2060	0200	ROADWAY		0522 2	SIDEWALK CONC (6" THICK)
<input type="checkbox"/>	24248425201	2065	0200	ROADWAY		0524 1 1	DITCH PAVT CONC (3")
<input type="checkbox"/>	24248425201	2070	0200	ROADWAY		0524 2 29	SLOPE PAVT CONC (4")(REINFORCED)
<input type="checkbox"/>	24248425201	2075	0200	ROADWAY		0526 1 1	PAVERS, ARCHITECTURAL(ROADWAY)
<input type="checkbox"/>	24248425201	2080	0200	ROADWAY		0526 1 2	PAVERS, ARCHITECTURAL(SIDEWALK)
<input type="checkbox"/>	24248425201	2085	0200	ROADWAY		0530 3 3	RIPRAP (RUBBLE) (BANK AND SHORE)
<input type="checkbox"/>	24248425201	2090	0200	ROADWAY		0536 1 1	GUARDRAIL (ROADWAY)
<input type="checkbox"/>	24248425201	2095	0200	ROADWAY		0536 1 5	GUARDRAIL (ROADWAY, THRIE BEAM)
<input type="checkbox"/>	24248425201	2100	0200	ROADWAY		0536 8	GUARDRAIL BRIDGE ANCHORAGE ASSEM
<input type="checkbox"/>	24248425201	2105	0200	ROADWAY		0536 73	GUARDRAIL REMOVAL



Daily Work Reports

Contract ID: T5102 Inspector: Davis, Jack Date: 08/19/08

Project Nbr:	24248425201	Line Itm Nbr:	2055	Item Code:	0522 1	Category Nbr:	0200
Item Desc:	SIDEWALK CONC (4" THICK)			Unit Price:	\$22.00000		
Supp Desc 1:							
Supp Desc 2:							
Qty Reported to Date:	5371.000	Qty Authorized to Date:	5371.000	Units Type:	SY		
Qty Installed to Date:	5,371.000	Bid Qty:	6499.000	Pay To Plan Qty:	<input type="checkbox"/>		
Status: Active	Qty Paid to Date:	5,371.000	Current Contract Qty:	6824.000			

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used

Material Inspection Detail

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit
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**AASHTO SiteManager**

File Edit Services Window Help

Daily Work Reports

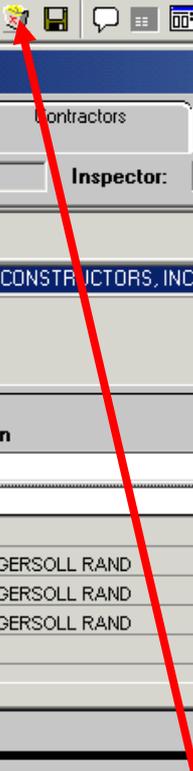
DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/21/08

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTR VICTORS, INC. *** PRIME ***	1	4	40.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
gen - 50 Roller, Vibratory	1	1	8.000
	0	0	0.000
002 MAN LIFT			
01A293 COMPRESSOR INGERSOLL RAND			
01A330 COMPRESSOR INGERSOLL RAND			
01A334 COMPRESSOR INGERSOLL RAND			
01P237 PUMP			



**Use the Delete Icon to delete a Contractor, Crew, or Piece of Equipment.**



Select the Preview DWR Icon

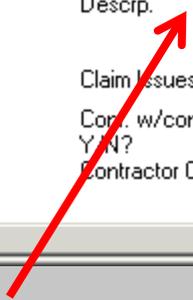
Next Prior Print Setup... Zoom... Save As... Close Rulers

DWR  
Contract ID  
Contractor  
VF59185899  
VF84091560  
Equipment

RPT-ID: RDWRHCON Florida DATE:  
USER: cn506dj Davis, Jack Department of Transportation PAGE:  
DAILY WORK REPORT FOR CONTRACT: T5102

DWR Date 08/21/2008	Contract ID T5102	Authorized: No	
Inspector ID: cn506dj	Inspector: Davis, Jack		
High Temp: 0	Low Temp: 0	A.M. Condition:	P.M. Condition:
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: <input checked="" type="checkbox"/>	No Contrs Pre

Remarks: Yes    Accident    No Accident  
Addtl. Weather    See Senior Inspector's Daily for Temperature / Weather Conditions  
Descrp.    In the late afternoon (3:30 to 4:45) there was a light rain on-site. Soil con  
nt affect any mainr work items  
Claim Issues    No Claim Issues  
Cont. w/cont. docs    Yes  
Y/N?  
Contractor Operations    PCL Construction was performing the following operations from 7:00am-5  
1) The paving crew was sweeping, spraying tack, and laying asphalt on  
the 495+00 to 592+20



Review your work report and make any changes necessary

# We want This:

RPT-ID: RDWRHCON  
 USER: cn506dj  
 Davis, Jack

Florida  
 Department of Transportation

DATE: 09/18/2008  
 PAGE: 1 of 2

DAILY WORK REPORT FOR CONTRACT: T5102

DWR Date: 08/21/2008	Contract ID: T5102	Authorized: No	Locked: No	Paid: No
Inspector ID: cn506dj	Inspector: Davis, Jack			
High Temp: 0	Low Temp: 0	A.M. Condition:	P.M. Condition:	
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: <input checked="" type="checkbox"/>	No Contrs Present: <input type="checkbox"/>	No Staff Present: <input checked="" type="checkbox"/>

Remarks: Yes

Accident	No Accident
Addtl. Weather Descrp.	See Senior Inspector's Daily for Temperature / Weather Conditions  In the late afternoon (3:30 to 4:45) there was a light rain on-site. Soil conditions Dry. Rain did not affect any major work items.
Claim Issues	No Claim Issues
Conf. w/cont. docs Y/N?	Yes
Contractor Operations	PCL Construction was performing the following operations from 7:00am-5:30pm: 1) The paving crew was sweeping, spraying tack, and laying asphalt on the RT roadway from sta. 496+00 to 593+20. 2) QC was checking spread rate, monitoring asphalt temperature, taking cores and density on the freshly placed asphalt.  Rental Equipment: Power Broom being used was provided by Williams Equipment (ID# 23473) Qty 1 for 10.5 hrs. w/ Operator for 10.5 hrs.
Controlling Items of Work	0337-7-6 Asphalt Concrete Friction Course, Inc. BIT Rubber 0102-78 Reflective Pavement Markers 0710-11-111 Painted Pavement Marking - Standard White Solid 0710-11-211 Painted Pavement Marking - Standard Yellow Solid 0710-11-231 Painted Pavement Marking - Standard Yellow Skip
EEO Issues	None
Enviromental	None
General	Contract Day 112 of 210  At 3:30pm, the paving operation was at sta. 579+00 when it started raining. However, the paving operation continued despite the light rainfall. Rain ceased at 4:45pm. Paving ended at sta. 593+20.
Maint of Traffic	The MOT crew was maintaining a 2 mile lane closure for the paving operation.
Other	At Cherry Lake Rd. sta. 592+60, an Embarq telephone box was "run-over" by a truck owned by Cherry Lake Tree Farm (Truck #1139, Tag #C59 28V).
Pursuit of work, Y/N?	Yes
QC Plan Compliance	Yes
Safety Violations	Impact Attenuator damaged at Ramp B sta. 123+00. Made Contractor's representative Mark Smith aware of it, he said it was scheduled to be fixed tonite.
Stockpiled Materials	PCL Delivered 178 Temporary Barrier wall, stored outside of clear zone at sta. 182+50.
SubContractor Operations	TSI was placing Painted Pavement Markings: White Solid Edgeline, Yellow Skip and Yellow Solid Centerline, and RPM's on the RT roadway form sta. 593+20 to 692+95.
Traffic	Traffic backed-up due to a car with a flat tire at 2:30pm, car was moved out of the way and traffic resumed as normal by 3:00pm.
Utility	Embarq: Continued to install new fiber lines from sta. 125+75 to 137+25.  Orlando Utility Commision: Continued to install forced main from sta. 142+00 to 158+25.

Not this:

RPT-ID:

USER:

Florida  
Department of Transportation

DATE: 01/09/2008

PAGE: 1 of 5

DAILY WORK REPORT FOR CONTRACT:

DWR Date:	Contract ID:	Authorized: Yes	Locked: No	Paid: Yes
Inspector ID:	Inspector:			
High Temp: 82	Low Temp: 66	A.M. Condition: Partly Cloudy	P.M. Condition: Partly Cloudy	
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: <input checked="" type="checkbox"/>	No Contrs Present: <input type="checkbox"/>	No Staff Present: <input checked="" type="checkbox"/>

Remarks: Yes Conf. w/cont. docs Y  
Y/N?  
Contractor Operations Receive tools and equipment  
Remove AJ. railing from bridge  
General Day 23 of 740  
Maint of Traffic Maintain MOT  
Pursuit of work, Y/N? Y  
SubContractor Freedom Pipeline clearing and grubbing SW corner of project.  
Operations  
Utility FP & L working on poles

**AASHTO SiteManager**

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack

DWR Date: 08/22/08

Locked: <input type="checkbox"/> No	Temperature	Weather Conditions
Authorized: <input type="checkbox"/> No	High: 0	A.M.: [dropdown]
Authorized Date: 00/00/00	Low: 0	P.M.: [dropdown]
No Work Items Installed: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/>	
No Contractors On Site: <input type="checkbox"/>	Suspended Time: 00:00	
No Daily Staff On Site: <input checked="" type="checkbox"/>		

Remarks:

Accident  
Addtl. Weather Descrp  
Claim Issues

**Copy?**

Copy Contractor Information?

Yes No

Ready Server Systest CND50ENG cn506di

**When you go to add the next day's activities, Sitemanager Will prompt whether you want to copy the contractor's Info.**

Note:

If you leave Sitemanager and re-enter at a later date, you must overwrite the date and press the Tab or Enter key in order for it to ask you if you want to copy the Information.



Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T5102 Inspector: Davis, Jack Date: 08/22/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
VF840915605003 PCL CIVIL CONSTRUCTORS, INC. ** PRIME **		4	.000

Supervisor/Foreman Name Hours Worked

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Common, Day	2	0.000	.000
Foreman, Day	1	0.000	.000
Superintendent, Day	1	0.000	.000

**Note: This will only copy the Contractor & Contractor Equip. Tabs**

Work, [Form No. 700-010-15](#), for the controlling work items on projects without a CPM schedule on either a weekly or biweekly basis.

## 5.1.6 Information Collection

### 5.1.6.1 Daily Work Report

#### (A) Resident Level Responsibilities

- (1) A *DWR* is completed by each Department technician or Consultant Construction Engineering Inspection (CCEI) technician responsible for the inspection of work during each contract workday. The prime Contractor, subcontractor, or subordinate subcontractor may perform the work.
- (2) *DWR* should be prepared for every contract day for the Prime Contractor, regardless whether the Prime is working on the project or not. This *DWR* should also reflect all subcontractors on the project for that day. In the event that the subcontractor leaves the project for a long period, the sub contractor need not be shown on the *DWR* during a period of absence, provided, it is noted on the *DWR* for the day the subcontractor last worked that the subcontractor intended to leave the project and on the *DWR* for the day the subcontractor resumes work that the subcontractor did not perform any work for the period with specific dates. When utility companies are performing non-reimbursable work, the utility personnel and equipment should be tracked using the Utility remark in the *DWR* Information Tab. .
- (3) A new week starts on a Monday and ends on a Sunday.
- (4) Electronic information to be collected includes but is not limited to the following:
  - a. *DWR* Information Tab:
    1. Weather conditions (AM and PM)
    2. Use terms such as: clear, partly cloudy, heavy clouds, light rain, heavy rain, intermittent showers, etc.,
    3. State length of time, i.e., all day, 4 hours, 8:00 - 10:00 A.M., etc.,
    4. Report soil conditions: dry soil, wet soil, extremely wet soil.
  - b. Working Conditions
    1. Effects of weather on major work items,

2. Remarks include anything pertinent to the progress of the projects such as:

- (1) Instructions given to the Contractor or subcontractor or their representatives,
- (2) Work or materials rejected and why,
- (3) Any delays, including any items of work affected,
- (4) Any extraordinary work being performed,
- (5) Unusual or unexpected conditions such as flooding, sinkhole, etc,
- (6) Any discussions with representatives of the Contractor, subcontractor or utility company,
- (7) Observations by the technician of significant importance to the project progress,
- (8) Lane closure, traffic disruption, etc.,
- (9) Contacts with property owners, media, etc.,
- (10) CPM activity ID # (when applicable),
- (11) Observations by the technician of unacceptable Contractor quality control practices,
- (12) Operation (work) being performed,
- (13) Materials received (general description).

3. Date

(5) Contractor's Tab:

- a. Contractor's or subcontractor's name,
- b. Number of Contractor or subcontractor personnel,
- c. Number of hours on the project for personnel.

(6) Equipment Tab:

- a. Equipment idle or active,
  1. Contractor drop down,
  2. The "Equipment ID" space will be used to record a unique identifier

for a single piece of equipment whenever necessary to track a specific piece of equipment or a unique group identifier when grouping several like pieces of equipment together.

3. "# of Pieces" will be used to record the number of pieces of equipment present on or at the job site. If "Equipment ID" was for a unique piece of equipment then the quantity shown would be one, otherwise it would be the total number contained within the group identified by the "Equipment ID".
4. "# Used" will be used to record the number of pieces on or at the job site that is being actively used that day.
5. "Hours Used" is the total number of hours that the identified equipment is being used. If # hours used is zero, then equipment is considered inactive.

(7) Work Items Tab:

- a. Financial Project number,
- b. Pay Item Code,
- c. Line Item Number,
- d. Project location,
- e. Quantities,
- f. Contractor or Subcontractor perform

Note: Discuss with your PA if they want you to do these two.

- (8) Within SiteManager, each *DWR* is electronically marked by userid, date and time stamp as belonging to that technician. When the Project Administrator creates a *Diary* for that day, and approves the *DWR* for each technician, the *DWRs* are locked to any changes that can be made by the inspector until unlocked by the Project Administrator. After a SiteManager Estimate has been paid, the *DWRs* are permanently locked where no changes can be made by anyone. This method assures accountability by the technician for the information that was included on each of the *DWRs*. The system also maintains an electronic stamp of the Project Administrator's Userid, time and date stamp when approvals were done.

### 5.1.6.2 Engineer's Weekly Summary

# CIM (Contract Information & Monitoring)

Florida Department of Transportation's INFONET - Microsoft Internet Explorer provided by FDOT District 5

http://infonet/

Links INFONET New D5 Home D5 Home FDOT State Construction Office FDOT Mainframe CPAM MyFlorida People First CITRIX In-Out Board

Florida Department of Transportation's INFONET

 **DOT INFONET**

[E-mail](#) [Enterprise Applications](#) [Enterprise Information Portal](#) [Help](#)  
[Mainframe](#) [Offices](#) [Search powered by Google Mini](#)

**News and Publications**

- [Daily Clips](#)
- [DOT News](#)
- [Emergency Information](#)
- [FDOT Communicate Website Launch](#)
- [Lotus Notes Report Subscriptions](#)  
(This requires a Lotus Notes Account)
- [Manuals](#)
- [Perspectives On Excellence](#)
- [Safety Publications](#)
- [SASHTO Scholarship](#)
- [TNEWS](#)

**Offices and People**

- [Central Office Subject Phone Directory](#)
- [District Office Information](#)
- [Employee Phonebook - DOT](#)
- [Employee Phonebook - State](#)
- [Executive List](#)
- [Employee Benefit Fund](#)
- [FSECC](#)
- [Office Web Sites](#)
- [Organization Chart](#)
- [People First Initiative](#)
- [People First Logon](#)

**Forms and Rules**

- [Add a Public Announcement](#)
- [Florida Administrative Code \(Chapter 14\)](#)
- [Forms](#)
- [Procedures](#)

**Services**

- [Computer Security](#)
- [FDOT Service Desk](#)
- [FDOTracker](#)  
(This requires a Lotus Notes Account)
- [File Transfer Appliance](#)
- [Online Tutorials, Training &](#)

**About DOT**

- [Employee Survey](#)
- [Employee Survey Champions Team](#)
- [Ethics Information](#)
- [Executive Board Meetings](#)
- [Hours of Availability For OIS Systems](#)
- [Mission, Vision, & Values](#)
- [Performance Management](#)
- [Performance Measurement System](#)
- [Registered Internet Sites](#)
- [Registered Intranet Sites](#)
- [www.dot.state.fl.us](#)

**Select Enterprise Applications**

http://infonet.dot.state.fl.us/tlofp/district.htm

Local intranet 100%

### OIS ENTERPRISE APPLICATIONS

#### Web Applications

- [BMSCI \(Bridge Management System Clearance Issues\)](#) [more on BMSCI](#)
- [CIM \(Contract Information and Monitoring\)](#) [more on CIM](#)
- [CITS \(Consultant Invoice Transmittal System\)](#) [more on CITS](#)
- [CPP \(Contract Proposal Processing\)](#) [more on CPP](#)
- [CPQ \(Contractor Pre-Qualification\)](#) [more on CPQ](#)
- [EDMS \(Electronic Document Management System\)](#) [more on EDMS](#)
  - [Central Office](#)
  - [District 1](#)
  - [District 2](#)
  - [District 3](#)
  - [District 4](#)
  - [District 5](#)
  - [District 6](#)
  - [District 7](#)
  - [Turnpike \(HQ-Turkey Lake\)](#)
  - [Turnpike \(Operations - Pompano\)](#)
- [EIP \(Enterprise Information Portal\)](#) [more on EIP](#)
- [EPABS \(Employee Performance Accountability and Bonus System\)](#) [more on EPABS](#)
- [FAMS \(Federal Authorization Management System\)](#) [more on FAMS](#)
- [FDOT Service Desk](#) [more on FDOT Service Desk](#)
- [FDOTracker](#) [more on FDOTracker](#)
- [Financial Project Search](#) [more on Financial Project Search](#)
- [GIS Enterprise View](#) [more on GIS Enterprise View](#)
- [IRR \(Information Resource Request\)](#) [more on IRR](#)
- [IRR Web Search](#) [more on IRR Web Search](#)
- [LRE \(Long Range Estimating System\)](#) [more on LRE](#)
- [MotorLog](#) [more on Motorlog](#)
- [OCS \(Office Closure System\)](#) [more on OCS](#)
- [Official Highway Mileage](#) [more on Highway Miles](#)
- [pbviews \(Performance Measurement System\)](#) [more on pbviews](#)
  - [FDOT Briefing Books](#)
  - [Smart Client](#)
  - [Web Client](#)

**Click on CIM link**

CIM, Search Criteria - Microsoft Internet Explorer provided by FDOT District 5

http://webapp01.dot.state.fl.us/contractinformationmonitoring/SearchCriteria.aspx

File Edit View Favorites Tools Help

Search Criteria Search Results

Please enter one of more of the following fields and click search.

Contract # (Starts With)	<input type="text"/>	SiteManager Contract Type	Any
Financial Project ID (Starts With)	<input type="text"/>	County	Any
Contract Description (Contains)	<input type="text"/>	District	Any
Contractor Name (Contains)	<input type="text"/>	Construction Status	<input checked="" type="radio"/> Current Construction Status <input type="radio"/> Previous Construction Status
Contractor ID (Starts With)	<input type="text"/>		Any
FAP (Federal Aid Participation) (Starts With)	<input type="text"/>	From Date	<input type="text"/>
Sub Contractor Name (Contains)	<input type="text"/>	To Date	<input type="text"/>
Sub Contractor ID (Starts With)	<input type="text"/>		

Search Clear

Current User CN506DJ

Help

- Application Level
- Field Level
- VAF User Guide
- CPPR Guidelines
- CPPR User Guide

Search

- Select Criteria
- View Results
- Construction**
- Contract Status
- Associated Finproj
- Dates
- Cost & Time
- Change Orders
- Estimates
- CEI / CCEI
- Vendors/Subcontractors
- Contacts
- External Links
- Notes (0)
- Reports
- CPPR

Value Added

- Feature Search Criteria
- Feature Search Results
- Value Added Features
- Reports

Features

- Contact Management
- Reminders (1 Active)
- Feedback

**This information is updated nightly from Sitemanager's main Database.**

CIM, Search Criteria - Microsoft Internet Explorer provided by FDOT District 5

http://webapp01.dot.state.fl.us/contractinformationmonitoring/SearchCriteria.aspx

File Edit View Favorites Tools Help

Search Criteria Search Results

Please enter one of more of the following fields and click search.

Contract # (Starts With)	<input type="text"/>	SiteManager Contract Type	Any
Financial Project ID (Starts With)	2384294	County	Any
Contract Description (Contains)	<input type="text"/>	District	Any
Contractor Name (Contains)	<input type="text"/>	Construction Status	<input checked="" type="radio"/> Current Construction Status <input type="radio"/> Previous Construction Status
Contractor ID (Starts With)	<input type="text"/>		Any
FAP (Federal Aid Participation) (Starts With)	<input type="text"/>	From Date	<input type="text"/>
Sub Contractor Name (Contains)	<input type="text"/>	To Date	<input type="text"/>
Sub Contractor ID (Starts With)	<input type="text"/>		

Search Clear

**Enter Contract # or FIN # for Project Specific Information**

- Help**
- Application Level
- Field Level
- VAF User Guide
- CPPR Guidelines
- CPPR User Guide
- Search**
- Select Criteria
- View Results
- Construction**
- Contract Status
- Associated Finproj
- Dates
- Cost & Time
- Change Orders
- Estimates
- CEI / CCEI
- Vendors/Subcontractors
- Contacts
- External Links
- Notes (0)
- Reports
- CPPR
- Value Added**
- Feature Search Criteria
- Feature Search Results
- Value Added Features
- Reports
- Features**
- Contact Management
- Reminders (1 Active)
- Feedback

## Contract Information & Monitoring

Current User  
CN506DJ

<b>Contract #</b>	T5271	<b>Roadway Section</b>	11070000	<b>SiteManager Contract Type</b>	CC   Const Contract
<b>Const. Status</b>	3 - Work Begun	<b>Spec. Year</b>	2007	<b>Flair Contract Type</b>	CRS CONTRACTS
<b>Cost Center</b>	509	<b>County</b>	LAKE	<b>Contract Location</b>	SR 50 FROM W OF HANCOCK ROAD 800' W. REMINGTON ROAD
<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

[Search Criteria](#) | Search Results

<< First < Previous Page 1 of 1 Next > Last >> [XML Excel Format](#) (Opens in new window, Unknown Size)

Search Result Summary			
#	Cont. #	Finproj	Contract Description
1	T5271	238429-4-52-01	SR-50 (STA) (W COLONIAL DR) Ha
2	<a href="#">T5271</a>	238429-4-56-04	SR-50 (STA) (W COLONIAL DR) Ha

Search Result Details	
<b>Contract #</b>	T5271
<b>District</b>	05   -
<b>County</b>	11   LAKE
<b>Contractor Name</b>	PRINCE CONTRACTING, LLC.
<b>Contractor ID</b>	F592318360
<b>Contract Description</b>	SR-50 (STA) (W COLONIAL DR) Ha
<b>SiteManager Contract Type</b>	CC   Const Contract
<b>Flair Contract Type</b>	CRS CONTRACTS
<b>Original Amount</b>	\$ 17,774,697.02
<b>Original Contract Days</b>	1,000

Finproj Summary			
Finproj	Lead	FAP	Work Mix Code/Description
238429-4-52-01	True	-	0213 ADD LANES & RECONSTRUCT
238429-4-56-04	False	-	0213 ADD LANES & RECONSTRUCT

Construction Status		
# - Code	Description	Date
1 - AWRD	Awarded	02-25-2009
2 - EXEC	Executed	03-19-2009
3 - WKBG	Work Begin	06-08-2009
6 - CNDA	Conditional Acceptance	-

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## Contract Information & Monitoring

Current User  
CN506DJ

<b>Contract #</b>	T5271	<b>Roadway Section</b>	11070000	<b>SiteManager Contract Type</b>	CC   Const Contract
<b>Const. Status</b>	3 - Work Begun	<b>Spec. Year</b>	2007	<b>Flair Contract Type</b>	CRS CONTRACTS
<b>Cost Center</b>	509	<b>County</b>	LAKE	<b>Contract Location</b>	SR 50 FROM W OF HANCOCK ROAD 800' W. REMINGTON ROAD
<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

Contract Overview		Lead Financial Project	
<b>Contract #</b>	T5271	<b>Lead Finproj</b>	238429-4-52-01
<b>Letting Location</b>	Central Office Letting	<b>FAP (Federal Aid Participation)</b>	-
<b>Contract Pay Type</b>	AD   WORKING DAYS (AVAILABLE DAYS)	<b>Federal Project Oversight</b>	-
<b>Contractor Name</b>	PRINCE CONTRACTING, LLC.	<b>Work Mix</b>	0213 ADD LANES & RECONSTRUCT
<b>Contractor ID</b>	F592318360	<b>State Road Number</b>	SR 50; SUMTER-ORANGE
<b>Project Manager</b>	CN509EC   Cabarga, Emil (Ed) (407)482-7817	<b>Begin Station</b>	-
<b>Project Administrator</b>	KNDRMKM   Maye, Karle (352)494-0589	<b>End Station</b>	-
<b>County</b>	11   LAKE	<b>Work Program Begin to End Milepost</b>	14.955 to 17.548 (2 Additional Mileposts)
<b>Managing District</b>	05   FIFTH	<a href="#">View the 2 Associated Financial Projects for Contract T5271</a>	

Contract Days Progress		Contract Dollars Progress	
<b>Original Days</b>	1,000	<b>Original Amount</b>	\$ 17,774,697.02
<b>Days Used as of Today</b>	784	<b>Estimate Paid to Date</b>	\$ 15,666,724.80
<b>Present Days</b>	1,050	<b>Present Amount</b>	\$ 17,382,546.03
<b>Contract Day</b>	786 of 1,050	<b>% Amount Used to Present</b>	90.13%
<b>% Used</b>	74.67%	<b>Remaining Overrun Funds</b>	\$ 0.00
<b>Performance Measure % (Days)</b>	73.40%	<b>Performance Measure % (Dollars)</b>	87.79%

Surety Company		Insurance Company	
Vendor Name	Vendor ID	Vendor Name	Vendor ID
FIDELITY AND DEPOSIT COMPANY OF MARYLAND	Z13-3046577	TRAVELERS INDEMNITY COMPANY OF AMERICA	Z58-6020487

http://webapp01.dot.state.fl.us/contractinformationmonitoring/ConstructionDates.aspx?CN=T5271&CON=001

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INFONET D5 Home Intranet D5 Home Internet FDOT State Construction Of... People First In-out Board

CIM, T5271, Construction Dates

## Contract Information & Monitoring

Current User  
CN506DJ

<b>Contract #</b>	T5271	<b>Roadway Section</b>	11070000	<b>SiteManager Contract Type</b>	CC   Const Contract
<b>Const. Status</b>	3 - Work Begun	<b>Spec. Year</b>	2007	<b>Flair Contract Type</b>	CRS CONTRACTS
<b>Cost Center</b>	509	<b>County</b>	LAKE	<b>Contract Location</b>	SR 50 FROM W OF HANCOCK ROAD 800' W. REMINGTON ROAD
<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

Critical Dates		Key Dates	
<b>Letting</b>	01-28-2009	<b>Time Begin</b>	06-08-2009
<b>Awarded</b>	02-25-2009	<b>Final Acceptance</b>	-
<b>Execution</b>	03-19-2009	<b>Material Certification</b>	-
<b>Notice to Proceed</b>	06-08-2009	<b>Offer of Final Payment</b>	-
<b>Delayed Start Days</b>	-	<b>Receipt of Offer of Final Payment</b>	-
<b>Work Begin</b>	06-08-2009	<b>Passed to Comptroller</b>	-
<b>Original Estimated Completion</b>	03-04-2012	<b>Paid Off</b>	-
<b>Adjusted Estimated Completion (Orig. + approved adj days)</b>	04-23-2012	<b>Projected Warranty Begin Date</b>	05-02-2012
		<b>Warranty Begin Date</b>	-

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CN506DJ

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<b>Const. Status</b>	3 - Work Begun	<b>Spec. Year</b>	2007	<b>Flair Contract Type</b>	CRS CONTRACTS
<b>Cost Center</b>	509	<b>County</b>	LAKE	<b>Contract Location</b>	SR 50 FROM W OF HANCOCK ROAD 800' W. REMINGTON ROAD
<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

Contract Cost Information		Contractor Evaluation	
Original Amount	\$ 17,774,697.02	Final Grade	-
Initial Contingency (IC)	\$ 181,051.00	User ID	-
Orig Amt. w/o IC	\$ 17,593,646.02	Date Entered	-
Contingency SA Amount	\$ 150,000.00		
Approved SA Amount	-\$ 542,150.99		
Available SA Amount	\$ 75,676.86		
Present Amount	\$ 17,382,546.03		
Present Amount % Change	-2.21%		
Liquidated Damage Rate Amount	\$ 3,782.00		

Contract Time Information	
Original Contract Days	1,000
Present Contract Days	1,050
Weather Days (WE)	34
SA Days	-
Time Extension Days (TE)	-
Holidays	16
All Added Days (All)	50
All w/o WE Days	16
Days Used as of Last Approved Estimate	761
Days Used as of Last Approved Estimate w/o WE	711
Days Used as of Today	784
Days Used as of Today w/o WE Days	734
Delinquent Days	0
Time % Change w/o WE	73.40%

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CN506DJ

<b>Contract #</b>	T5271	<b>Roadway Section</b>	11070000	<b>SiteManager Contract Type</b>	CC   Const Contract
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<b>Cost Center</b>	509	<b>County</b>	LAKE	<b>Contract Location</b>	SR 50 FROM W OF HANCOCK ROAD 800' W. REMINGTON ROAD
<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

Select a Change Order							
CO #	CO Type	Reason	CO Amt.	Days Added	CCTS Rec.	Status	Approved Date
001	SPEC	SPMO	\$ 0.00	-	-	APPR	06-16-2009
002	WE	WEA2	\$ 0.00	5	-	APPR	07-15-2009
003	CO	MINC	\$ 0.00	-	-	APPR	08-19-2009
004	WE	WEA2	\$ 0.00	3	-	APPR	08-19-2009
005	CO	MINC	\$ 0.00	-	-	APPR	08-19-2009
006	CO	MINC	\$ 0.00	-	-	APPR	08-19-2009
007	CO	MINC	\$ 0.00	-	-	APPR	09-23-2009
008	WE	WEA2	\$ 0.00	2	-	APPR	09-23-2009
009	SA	PLMO	-\$ 454,312.31	-	1	APPR	11-25-2009
010	HTEX	HEX	\$ 0.00	1	-	APPR	10-21-2009
011	CO	MINC	\$ 0.00	-	-	APPR	10-21-2009
012	CO	MINC	\$ 0.00	-	-	APPR	11-19-2009
013	CO	MINC	\$ 0.00	-	-	APPR	11-19-2009
014	WE	WEA2	\$ 0.00	1	-	APPR	12-03-2009
015	HTEX	HEX	\$ 0.00	2	-	APPR	12-03-2009
016	SA	PLMO	\$ 40,875.00	-	1	APPR	02-11-2010
017	CO	MINC	\$ 0.00	-	-	APPR	12-16-2009
018	WE	WEA2	\$ 0.00	2	-	APPR	01-08-2010
019	HTEX	HEX	\$ 0.00	3	-	APPR	01-08-2010
020	CN	CONT	\$ 150,000.00	-	8	APPR	02-15-2010
021	CO	MINC	\$ 0.00	-	-	APPR	02-24-2010
022	CO	MINC	\$ 0.00	-	-	APPR	02-24-2010

View [CCTS Detail \(0\)](#)

<b>Change Order Number</b>	001
<b>Days Added</b>	-
<b>Status</b>	APPR
<b>Approve Date</b>	06-16-2009
<b>Amount</b>	\$ 0.00
<b>Total Amount of Issues</b>	-
<b>Type (code then desc)</b>	SPEC   Work Order for Specification Change Only
<b>Reason (code then desc)</b>	SPMO   Specification modification
<b>CO Description</b>	Add Supplemental Specification 330 to the Contract
<b>Created By</b>	CN506SL
<b>Entry Date</b>	05-15-2009
<b>Last Modified By</b>	CN506GD
<b>Last Mod Date</b>	06-16-2009

## Contract Information & Monitoring

<b>Contract #</b>	T5271	<b>Roadway Section</b>	11070000	<b>SiteManager Contract Type</b>	CC   Const Contract
<b>Const. Status</b>	3 - Work Begun	<b>Spec. Year</b>	2007	<b>Flair Contract Type</b>	CRS CONTRACTS
<b>Cost Center</b>	509	<b>County</b>	LAKE	<b>Contract Location</b>	SR 50 FROM W OF HANCOCK ROAD 800' W. REMINGTON ROAD
<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

Estimate Detail [All Adjustments](#)

### Estimates Approved

Est. #	End Date	Project #	Pay Item Total	Est. Paid to Date
<b>Total Summary</b>		<b>Summary</b>	<b>\$ 14,983,227.45</b>	<b>\$ 15,666,724.80</b>
		238429-4-52-01	\$ 14,764,373.83	\$ 15,445,681.43
		238429-4-56-04	\$ 218,853.62	\$ 221,043.37
0001	06-14-2009	Summary	\$ 79,073.45	\$ 82,703.80
0002	07-12-2009	Summary	\$ 297,895.13	\$ 301,876.20
0003	08-16-2009	Summary	\$ 774,993.10	\$ 782,139.96
0004	09-20-2009	Summary	\$ 623,061.44	\$ 628,433.29
0005	10-18-2009	Summary	\$ 679,306.44	\$ 688,773.64
0006	11-15-2009	Summary	\$ 442,582.68	\$ 443,863.42
0007	12-13-2009	Summary	\$ 356,185.22	\$ 358,343.33
0008	01-17-2010	Summary	\$ 411,741.64	\$ 415,129.51
0009	02-21-2010	Summary	\$ 556,697.13	\$ 560,708.73
0010	03-21-2010	Summary	\$ 705,581.59	\$ 732,886.46
0011	04-18-2010	Summary	\$ 775,046.33	\$ 787,118.54
0012	05-16-2010	Summary	\$ 518,752.00	\$ 537,680.64
0013	06-13-2010	Summary	\$ 712,061.80	\$ 749,917.31
0014	07-11-2010	Summary	\$ 1,014,239.76	\$ 1,071,904.67
0015	08-15-2010	Summary	\$ 525,458.81	\$ 524,768.82
0016	09-19-2010	Summary	\$ 386,534.51	\$ 392,738.56
0017	10-17-2010	Summary	\$ 364,432.23	\$ 411,056.41
0018	11-14-2010	Summary	\$ 359,791.86	\$ 367,659.23

View [CCTS Summary \(20\)](#)

<b>Contract Number</b>	T5271
<b>Estimate Number</b>	Summary
<b>Project Number</b>	Summary

### General Information

<b>Participating Amount</b>	\$ 14,983,227.45
<b>Non Participating Amount</b>	-
<b>Pay Item Total</b>	\$ 14,983,227.45
<b>Total Adjusted Amount</b>	\$ 683,497.35
<b>Estimate Paid to Date</b>	\$ 15,666,724.80

### Adjustments Summary

<b>Participating Retainage</b>	-
<b>Non Participating Retainage</b>	-
<b>System Applied Liquidated Damages   Detail</b>	-
<b>Stockpile Materials   Detail</b>	-
<b>Fuel   Detail</b>	\$ 414,730.83
<b>Bit   Detail</b>	\$ 62,649.64
<b>Other Adjustments   Detail</b>	\$ 206,116.88
<b>Total Adjusted Amount</b>	\$ 683,497.35

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## Contract Information & Monitoring

Current User  
CN506DJ

<b>Contract #</b>	T5271	<b>Roadway Section</b>	11070000	<b>SiteManager Contract Type</b>	CC   Const Contract
<b>Const. Status</b>	3 - Work Begun	<b>Spec. Year</b>	2007	<b>Flair Contract Type</b>	CRS CONTRACTS
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<b>Lead Finproj</b>	238429-4-52-01	<b>District</b>	05   FIFTH		

View Contacts [Add Contact](#)

T5271 Contacts			
#	Name	Title	Company
1	Xavier Arroyo	Engineer of Record	CT3S (415524)
2	Tim Bauer	SENIOR INSPECTOR	DRMP
3	Emil Cabarga	PROJECT MANAGER	FDOT Orlando Construction
4	David Cooke	Consultant Design Project Manager	FDOT
5	Anthony Foti	CONTRACT SUPPORT SPECIALIST	DRMP
6	Barbara Gibson	Materials Certification Review Specialist	FDOT D5 M&R
7	Kimberly Jones	Resident Compliance Specialist	HNTB / FDOT
8	Ricky Langley	CEI Senior Project Engineer	Dyer, Riddle, Mills & Precourt, Inc. (DRMP)
9	Megan Olivera	PUBLIC INFORMATION OFFICER	FDOT Orlando Construction
10	Eric Wiseman	Asphalt IV	FDOT
11	Todd Womick	FDOT Construction Manager	FDOT - Orlando Construction
12	Karle Maye	Project Engineer	DRMP
13	Sean Ireland	Project Engineer	Prince Contracting
14	Michael Ares	CSS	Prince Contracting
15	Steve Bacom	Project Superintendent	Prince Contracting
16	Walfrido Pevida	Engineer of Record	C3TS

**No Contact Selected**

Please Select a Contact from the Menu on the Left, or click 'Add Contact' on the Tab Above

# Ad-hoc Reporting System

Florida Department of Transportation's INFONET - Microsoft Internet Explorer provided by FDOT District 5

http://infonet/

Links INFONET D5 Home New D5 Home FDOT State Construction Office FDOT Mainframe CPAM MyFlorida People First CITRIX In-out Board

Florida Department of Transportation's INFONET



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# DOT INFONET

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## Office Web Sites

This page represents Central Office sites or non-Central Office main offices (like Materials). District sites should link to their office sites and Central Office sites or non-Central Office main offices (like Materials) should link to their counterparts throughout the Department. Intranet sites are available within the Department. Internet sites are available to the public.

[District 1](#) [District 2](#) [District 3](#) [District 4](#) [District 5](#) [District 6](#) [District 7](#) [Turnpike](#) [Enterprise](#)

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# State Construction Office

Brian Blanchard: Director, Office of Construction  
Our Phone Number:  
850-414-4150  
850-412-8021 Fax



### CONTACTS

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- [SCO Staff Information](#)
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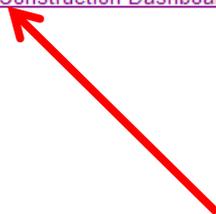
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# State Construction Office

David A. Sadler, P.E. - Director, Office of Construction

[District Construction Public Dashboard](#)

[Statewide Construction Dashboard](#)



**Select Statewide Construction Dashboard**

Please contact [Web Author](#) with any comments,  
or call 850-414-4150

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer provided by FDOT District 5

http://dotscomrep1.co.dot.state.fl.us/ibi\_apps/Controller

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WebFOCUS Business Intelligence Dashboard

# STATE CONSTRUCTION Office

Help

General Change Orders Contract Change Tracking Daily Work Report Templates **Daily Work Reports** Diaries Estimates LIMS Miscellaneous Pay Items

Process Reviews Status Vendor

## General Information

### Welcome to the State Construction Office Dashboard

The reports contained on this dashboard allow users statewide to run the same reports but with the ability to limit the input criteria (i.e., District, Status, etc.) for their own business needs. These reports are written and maintained by the Construction Systems Section in the State Construction Office in Tallahassee. Please contact [Mike Johnson](#) or [Kathy Lovett](#) for problems or questions.

**Select the Daily Work Reports Tab**

There are multiple tabs located at the top of the dashboard. Each one contains data reports related to the tab name. The reports are written against Production data. Some of the reports are pulling live data and some are pulling data that is one day old. The following lists show which ones are live and which ones are 1 day old data . . .

<u>Live Data Reports:</u>	<u>1 Day Old Reports:</u>
Contract Changes - Revised	Line item Adjustment Reports
Daily Work Reports	Change Order Detail Report
DWR - Contractors Information	CCTS Contingency Pay Item Report
DWR - Preview	CCTS Contract Time Extensions
DWR - Remarks, Date Range, Selected Types, User ID and More	CCTS Supplemental Agreement Report
DWR - With Project Summary and Diaries	DWR Master List, By Contract ID or Vendor ID

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WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer provided by FDOT District 5

http://dotscomrep1.co.dot.state.fl.us/ibi\_apps/Controller

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WebFOCUS Business Intelligence Dashboard

# STATE CONSTRUCTION Office

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Status Vendor

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  - [DWR - Preview](#)
  - [DWR - Remarks, Date Range, Selected Types, User ID and More](#)
  - [DWR - with Project Summary and Diaries](#)
  - [DWR Master List, By Contract ID or Vendor ID](#)
  - [DWR Reported Work](#)

Local intranet 100%

These are easy ways to view Information in Daily Work Reports

### DWR Preview

#### Filtered List of DWR's

Contract ID   Turn Off Upper Case  
User ID   
Begin Date   End Date    
Approved



#### DWR List to Print



### DWR - Remarks, By User Name, Project Admin and More

Get List of DWR's

Contract ID (Optional)

Turn Off Upper Case

Enter Beg Date  
YYYY/MM/DD

Enter End Date  
YYYY/MM/DD

Search Text

Format

Inspector's Name

Approved Yes/No

**Multiples Allowed**

Contract Type

- All Const Contracts
- Design Build
- District Contracts
- CO Contracts
- All Contracts

District Option

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Submit

Reset

Remark Types

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Report maintained by: Kathy Lovett,  
(850) 414-4139  
Or  
Mike Johnson, (850) 414-4196



[Help](#)

- General
- Change Orders
- Contract Change Tracking
- Daily Work Report Templates**
- Daily Work Reports
- Diaries
- Estimates
- LIMS
- Miscellaneous
- Pay Items
- Proc
- Status
- Vendor

DWR Template Reports

DWR Template Reports

- [Attenuator-Crash Warranty Repair Documentation Report](#)
- [Buy America Tracking Report](#)

# Things to Remember

- Try to provide a detailed narrative that someone who was not on the job could read years from now and know exactly who, what, where, and when something happened.
- Documenting what did *not* go on, is just as important as what did.
- Be objective, try not to editorialize.  
Record the facts only!!

# Any Questions????



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# THANKS!!!

