

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

Section 20.23(4)(a), Florida Statutes

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 Florida Department of Transportation 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.

Engineer's Weekly Summary, [Form No. 700-010-14](#): This document provides a summary that gives project status and documents significant events, conditions or circumstances, which immediately affect, or have future impact on, the project or contract. This is not required if **Daily Work Reports** and **Daily Diaries** are entered directly into SiteManager. This is only required for those projects or contracts that are being done manually but is recommended on all projects.

Project Diary: Refers to all documents that present a recorded collection of events, data, occurrences, instructions, situations, circumstances and work performed each day during a construction project. **Project Diary** includes, **Daily Work Reports, Daily Diaries, Work Plan Controlling items of work.**

Work Plan - Controlling Item of Work, [Form No. 700-010-15](#): This documents the Contractor's planned scheduled of work identifying those items of work that will control the over-all progress of the Contractor's work effort on projects without Critical Path Method (CPM) Schedule.

5.1.5 Responsibility

Completing the **DWR** in SiteManager:

(A) Resident Level Responsibilities

- (1) Each technician responsible for the inspection of work must report all work, events, etc, using the **DWR** function within SiteManager (for detailed instructions on how to use this function in SiteManager, please refer to the [SiteManager User Instruction Manual](#) posted on the State Construction Office InfoNet WEB page).
- (2) The Project Administrator (PA) is responsible for reviewing and approving each **DWR** using the **Daily Diary** functions within SiteManager. The PA shall complete a **Diary** for each Contract day so that time may be charged correctly. The Project Administrator shall record all comments as necessary to provide information on events or circumstances that might impact the project or contract in the future. The Project Administrator may also complete a **DWR** for any work personally inspected.
- (3) The Project Administrator and the Contractor, in accordance with **Section 5.1.6.3(A)**, are responsible for completing the **Work Plan - Controlling Item of**

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 number (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. "number 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. "number 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 number 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 user ID, 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 user ID, time and date stamp when approvals were done.

5.6.1.2 Engineer's Weekly Summary

(A) Resident Level Responsibilities

- (1) The **Engineer's Weekly Summary**, [Form No. 700-010-14](#), is to be completed by

each Project Administrator for each project or contract for which documentation is done manually on the **Daily Report of Construction, Form No. 700-010-13**, and not using SiteManager for contract documentation. A Summary is not required for contracts being managed through SiteManager but is strongly recommended. The weekly period is from Monday through Sunday. A Summary is completed every week including periods of no work.

- (2) The Summary must give project status and document significant events, conditions or circumstances which immediately affect, or have future impact on, the project or contract. The Summary includes completion percentages for job progress and elapsed time. The Engineer must note items such as:
- a. Contractor's or subcontractor's progress versus schedule or work plan,
 - b. The day of the week the Contractor or subcontractor stopped work or began work,
 - c. The day of the week the Contractor elected not to work or was unable to work at least 50 % of the normal work day on a pre-determined controlling item of work item due to adverse weather conditions.
 - d. The items which change the plans, specifications or contract which could lead to:
 1. Contractor claim,
 2. Request for a time extension,
 3. A supplemental agreement.
 - e. For utility relocation construction, it is important to note the contract agreement number, the beginning date and the ending date of work.
 - f. Contractor made repairs to work damaged by weather.
 - g. State if a particular subcontractor finished all the contract work and has left the project for good. If the Prime or the Sub has not been on a project, state accordingly the last date they worked on the project.
 - h. Other items affecting the contract or project.

5.1.6.3 Work Plan

The objective of the "**Work Plan - Controlling Item of Work**", [Form No. 700-010-15](#) is to provide the Contractor a uniform method to communicate what work Items are considered to control the overall progress of the work on projects without a **CPM** schedule. In order for the Contractor to be eligible for weather related time extensions, "predetermined controlling items of work" must be impeded more than 50% of the normal work day.

"**Controlling Items of Work**" are defined in the **Standard Specifications for Road and Bridge Construction**. "Predetermined" means that the items are as defined in the Contractor's **CPM** schedule or on projects without a **CPM** schedule, the Contractor must tell the Project Administrator prior to beginning the work which items are "controlling items of work". The Project Administrator should give the Contractor the "**Work Plan - Controlling Item of Work**" form during the preconstruction meeting on projects without a **CPM** schedule specification. While the Contractor is not mandated to use **Form No. 700-010-15**, the information is required if the Contractor wants to receive consideration for weather related time extensions.

In addition to listing the controlling items of work on projects without a **CPM** schedule, this is the form for the Contractor to notify the Project Administrator of the planned work schedule. The planned work schedule is crucial documentation in determining any days that may be granted due to the effects of weather. Calculation of weather days is to be done in accordance with the **CPAM Chapter 7 Section 7, Time Extensions**. The work plan will be for either a one or two week period.

(A) Resident Level Responsibility

On projects with a **CPM** schedule, the accepted and updated CPM schedule defines the **Controlling Items of Work**. On projects without a **CPM** schedule, the Contractor is responsible for identifying and notifying the Project Administrator of Controlling Items of Work. The Project Administrator shall review the Contractor's list of **Controlling Items of Work** and comments. Both the Contractor and the Project Administrator have a place on the form for each other's comments. If the Project Administrator disagrees with items of work listed or disagrees with the Contractor's comments, this disagreement must be noted in the Project Administrator's comment section. The Project Administrator must insure that the work proposed by the Contractor complies with any sequencing or other requirements established in the contract provisions, plans or the **Standard Specifications**.

Department approval of the work plan is by the Resident or designee.

5.1.6.3.1 Work Plan Meeting

(A) Resident Level Responsibility

The Contractor's superintendent and the Project Administrator will meet to discuss the contractor's proposed operations for the upcoming period. The Project Administrator will review the Contractor's planned operations to verify that listed **Controlling Items of Work** planned work activities are consistent with the accepted schedule. For projects without a **CPM** schedule, that plan identifies controlling work items expected to be underway during the upcoming weekly or biweekly period. The first **Work Plan - Controlling Item of Work** is to be submitted to the Resident Engineer or Project Administrator on the first Monday preceding the first chargeable contract day. Subsequent submittals will be on Mondays or as established by the Project Administrator at the preconstruction meeting. The submittal frequency will be based upon the size, complexity and duration of the project.

On projects without a **CPM** schedule, a work plan will become a part of the Project Diary and shall be included with the **Engineer's Weekly Summary**, [Form No. 700-010-14](#), each week.

The work plan is required during periods of no work. The Contractor should detail how the Maintenance of Traffic plan will be inspected and maintained during periods of no work.