

CHAPTER 6 FIELD RECORDS

6.1 PURPOSE

This procedure reiterates the prescribed methods of maintaining the various field records, which the Department is required to procure in order to substantiate final estimates quantities. The methods outlined are generally applicable to any field notes, but they are particularly pertinent to those used in the calculation or verification of final pay quantities.

6.2 FIELD BOOKS

Field Book notes are site source documents. Many times these records will be referred to by persons with little field experience or engineering background. It is important when preparing records of this type to assume that all persons who will use your notes have no familiarity at all with the work you are recording.

Field Books are extremely important as site source records for establishing pay quantities. They may be required as evidence in any arbitration or lawsuit. They should be tracked carefully to avoid loss and provide a measure of accountability for those project personnel to whom they are issued. One method for accomplishing this objective is the use of the **Field Book Log, Form No. 700-060-60. (See Figure No. 6-1)** The Project Administrator (PA) ~~keeps this should store these~~ forms ~~in the project at the~~ office, preferably in ~~the a file~~ cabinet with the Field Books. Whenever a Field Books is issued the Project Administrator /Project Manager (PM) will record the book number, date, and name of the individual the book is issued to. The individual will then initial the log. In this way, the project personnel who are issued Field Books will be made aware of its importance.

6.2.1 General Instruction

- (A) Only standard bound Field Books will be used.
- (B) The front cover of each Field Book shall be identified with bold letters to show The Federal Aid Project Number, Financial Project ID Number, Contract Number, Field Book Number, State Road Number, and the general contents of that book. The Field Book Numbers, and the Financial Project ID Number, ~~shall-should also~~ be shown on the back binding (spine) of each Field Book. **(See Figure No. 6-2)**
- (C) Each Field Book shall be clearly indexed with a complete list of the contents beginning on the first lined page, which is to be numbered page one. All following

- 1 pages that are used to record notes shall be numbered sequentially in the upper
2 right corner of each ~~right hand~~-page.
- 3 (D) The date, weather conditions, and the name(s) of the field party shall be shown on
4 the Field Book page at the beginning of each day's notes. Well-documented field
5 records are indispensable when the Department is involved in litigation. Field
6 Books should also identify pay item numbers, original/final x-sections etc.
- 7 (E) Never erase in any Field Book. Corrections shall be made by striking through the
8 incorrect data and inserting the correct data. ~~close to it~~. All such corrections shall
9 be initialed and dated by the person making the correction.
- 10 (F) Do not cut or otherwise remove pages from any Field Book. If an entire page is
11 found in error, mark the original page **VOID** and ~~show~~make a note referring to the
12 page where that item of work was corrected.
- 13 (G) Keeping notes on loose-leaf or scratch pads and transferring them to the Field
14 Books is prohibited. Field notes shall be entered directly into the Field Book at the
15 time and the place the work is originally done. The exception to this rule is
16 measurements entered directly on Latitude and Departure ~~s~~Sheets or directly on the
17 ***Final Computation Book Forms***. In all cases, erasures as detailed in (E) above, is
18 prohibited.
- 19 (H) Field records shall always be legible with sufficient sketches and explanatory notes
20 to convey the intent to a person who is not familiar with the job. Good sketches are
21 most important when recording final measurements. The details of the sketches do
22 not need to be elaborate, but shall be sufficient to clearly show the extent of the
23 work as well as any exceptions.
- 24 (I) Use standard symbols and abbreviations. Keep the notes simple and avoid making
25 ambiguous statements.
- 26 (J) Show all of the pertinent measurements and observations. Use a degree of
27 accuracy that will be consistent with operations. If there is any doubt about the
28 need for data, record it. Review the data for accuracy and completeness before
29 leaving the field.
- 30 (K) When practical, record all the notes for one item in the same book and ~~at in~~in
31 the same place in the book. This may necessitate the use of a few more Field Books,
32 but it will avoid confusion and transposition errors.
- 33 (L) A complete summary shall be made for each item at the end of its field notes. This
34 item summary total will then be checked by those persons doing the final estimate

1 | and entered on the summary sheet of the eComputation bBook. At this time, the
2 | summary and the Field Books shall be properly cross-referenced.

3 | (M) Keep the calculations and measurements for Federal Aid participating and non-
4 | participating items separated in the Field Books. This also applies to Utility
5 | Agreements known as Joint Participation Agreement items (JPAs) and Locally
6 | Funded Agreements (LFAs).

7 | (N) When more than one job (state or federal) is constructed under the same contract,
8 | separate Field Books shall be set up for each job and the measurements and other
9 | data shall be kept separate for each job.

10 | (O) Field records for projects let under separate contracts shall never be recorded in the
11 | same Field Book. Field Books shall contain only records related to a single
12 | contract.

13 | (P) All Field Books will become the property of the Department, and shall have a unique
14 | six-digit number assigned.

15 | (Q) Preprinted Pile Field Books for recording individual pile records by bent or pier
16 | numbers can be obtained through your District Construction Engineer's Office. [\(See](#)
17 | [Figure 6-3 and 6-4\)](#)

18 | (R) ~~Do not cramp notes.~~ Neatness and legibility give credence to the accuracy of field
19 | notes and the calculations which they support.

20 | (S) The alignment Field Book shall be submitted with the Final Estimate Package. It
21 | shall contain all the necessary information for horizontal control for new construction
22 | projects and major widening projects.

23 | (T) Field Books used for recording alignment and pile driving data are to be retained
24 | until the structure that they were incorporated in is removed. Special care shall be
25 | exercised in labeling alignment and Piling Field Books as a permanent record.
26 | Separate Field Books shall be kept for these purposes, with front outside covers
27 | labeled with a large red letter "P" and circled in red to indicate a permanent record.

28 | 6.3 TABULATION FORMS

29 | Tabulation Forms are site source records for establishing pay quantities.

30 | **6.3.1 Daily Report of Truck Measured Material – This [Form No. 700-050-54](#)** - is used to record
31 | truck quantities. This Tabulation Form shall be summarized in the eComputation bBook.
32 | When the final quantities are determined by certification/measurements of loose volume in

1 truck bodies, the following procedures used will generally satisfy the requirements for final
2 pay records. [\(See Figure No. 6-5\)](#)

3 (A) All trucks shall have an assigned unique number, along with the manufacturer's
4 certification, or permanent decal, showing the truck capacity rounded to the nearest
5 tenth of a cubic yard (cubic meter) and placed on both sides of the truck. This
6 capacity will include the truck body only and any sideboards added will not be
7 included in the certified truck body capacity provided by the contractor. Trucks used
8 on Department projects shall be checked for permanent decals or manufacturer's
9 certification showing the capacity on both side of the truck. The PA will randomly
10 check the certified capacity on a selective number of trucks for accuracy and
11 provide this information with the Final Estimate Package. This process could be
12 done by using either case I or II. [\(See figure Nos. 6-6 and 6-6a\)](#) This will not
13 require the field personnel to climb into the body of the truck. Provided in each
14 example when sideboards are added these measurements will be transposed on
15 these sheets, and ~~then~~ added to the certified capacity.

16 (B) If sideboards are added it will be the PA's responsibility to measure this addition and
17 add this volume to the certified capacity. Sketches, calculations, and dimensions of
18 the sideboards will provide the documentation needed to support this change and
19 must accompany the Final Estimate Package. [\(See Ffigure Nos. 6-6 and 6-6a\)](#)

20 (C) After the trucks have been assigned a number and their capacities shown, the
21 **Tabulation Form** is used to record the quantity established for each truck as it
22 delivers a load of the material to the project.

23 (D) The volume entered on a **Tabulation Form** for ~~B~~borrow material shall reflect the
24 struck measured volume (the dry measure having the contents leveled off and not
25 heaped). The use of the struck measured capacity shall apply to trucks, pans, or
26 any other means of transport that are used. Documentations on loose volume
27 bases, as measured in other hauling equipment, shall be made at the point of
28 dumping on the construction site.

29 (E) The PA shall request at the preconstruction meeting that the contractor provide a list
30 of trucks that will be used on DOT projects, along with their assigned numbers and
31 their certified capacity. This list shall be submitted with the Final Estimate Package.

32 (F) A separate line on the **Tabulation Form for Borrow** will be used for each truck
33 showing:

34 (1) Hauling Company

35 (2) Truck Number

- 1 (3) Capacity Certified
- 2 (4) Load Count & Time Recorded
- 3 (5) Total volume for that truck that day
- 4 (6) Inspector's signature and title at the bottom of the page
- 5 (G) Typical materials paid for by volume and recorded on the **Tabulation Form** include:
 - 6 (1) Commercial materials for driveway maintenance
 - 7 (2) Borrow material
 - 8 (3) Stabilizing material
 - 9 (4) Cover material

10 | **6.3.2 Daily Log Sheet for Grassing Items, Form No. 700-050-55** - is issued to record the
11 quantities to be paid for grassing. This Tabulation Form shall be used to record grass seed
12 (permanent and quick grow), fertilizer, mulch (hay or straw), and water. This form shall be
13 summarized in the **Computation Books**. The following procedures for this form will
14 generally satisfy the requirements for final pay records. ([See Figure No. 6-7](#))

- 15 (A) Show the item number for the material that is being used.
- 16 (B) For grass seed (permanent & quick grow), show the number of bags or the bulk
17 weight. Weight Tickets used should be kept in the project file.
- 18 (C) Records for water measurements need to show beginning and ending meter
19 reading or that the water tank has been certified by the Department. A copy of the
20 certification shall be attached to the **Tabulation Form** or placed in the
21 **Computation Book**.
- 22 (D) Mulch shall be shown as gross tare, and net weights, or it can be shown as an
23 average of ten bales. (Show these weights in the inspector's remarks column.) If the
24 bulk weight is used, place the tickets in the project file.
- 25 (E) The Department representatives shall sign their name on each day the grassing
26 items are used (no initials).

- 1 (F) For fertilizer show the type of fertilizer used ([See Figure No. 6-8](#)). The amount used
2 for each day's operations shall be shown in a separate column and be recorded as
3 number of bags x weight per bag = total lbs.

4 For example: 27 bags x 100lbs/bag = 2,700 lbs

- 5 (G) For grass seed show a breakdown for each different kind of grass seed used for
6 each day's operation.

7 **6.3.3 Daily Log Sheet Miscellaneous Tabulation Form - No. 700-050-56** - is used when
8 material is paid ~~for~~ by weight and volume. ~~The~~ field records are also kept ~~by form~~
9 for each truck load of material hauled. ([See Figure No. 6-9](#))

10
11 **1. Weight Measurements:** Each line of the Miscellaneous *Tabulations Form* shall
12 ~~be include complete with:~~

- 13 (A) Date & item number
14 (B) Gross, tare, & net weight
15 (C) The inspector's signature

16 **Note:** The gross, tare, and net weights are recorded in each column on the Tabulation
17 Form. However, when box beam scales are used and the net weight is given
18 automatically, the net weight would be the only one required.

19 Other materials paid for by weight and documented by use of this form shall include:

- 20 (A) Mulch material
21 (B) Hydrated lime
22 (C) Sand for armor coat

23 **2. Volume Measurements:**

24
25 **Rip-Rap** – The Miscellaneous Tabulation Forms for riprap shall reflect quantities used
26 and approved in each day's operations, as well as the station, offset, and structure
27 number of the placement location which will be shown in the remarks column.
28 Document the number of cubic yds. (~~C~~cubic ~~M~~meters) of sand and cement per batch
29 and the number of batches per day or for each location. ([See Figure No. 6-10](#))
30 Delivery tickets shall be submitted showing the batch weights of sand and cement used.
31 ([See Figure No. 6-11](#))

1 Payment for riprap shall not be made solely on the quantity delivered by truck and placed
2 by the contractor. Refer to **Roadway and Traffic Design Standards Index Number 258**
3 for an example. The quantity of riprap for a triple concrete pipe 84" in diameter is 31.1 cu.
4 yds. and this quantity shall be adhered to as maximum payment. If the contractor places
5 material beyond the neat lines shown in the index, no compensation will be made, provided
6 this material was unauthorized. A sketch of the riprap structure must be submitted with
7 authorized dimensions and volume calculations if not constructed according to the
8 **Standard Index** and placed in a Field Book. [\(See Figure Nos. 6-12 and 6-13\)](#)
9 In order to achieve this objective the PA must maintain and exercise control of the riprap
10 placement operation as follows:

11 If, during the course of riprap placement, the PA feels the contractor is placing the material
12 too thick or beyond required limits, the PA must notify the contractor ~~of this~~ in writing. A
13 hand written ~~speed~~ letter will be acceptable for this purpose. In addition, the inspector shall
14 write the station, offset structure, and the words **Partial Pay** or **NO PAY** on the **Tabulation**
15 **Form** collected for materials which are either partially or completely placed outside the
16 limits authorized by the PA.

17 **6.4 CONTRACTOR'S CERTIFICATION OF QUANTITY FOR MAINTENANCE** 18 **OF TRAFFIC (MOT) FORMS**

19 **6.4.1 Contractor Certification of Quantities (MOT) (Signs, etc.) Form No. 700-050-62-** This
20 form is providing for the Contractor to document and certify all 102 pay items. The first two
21 (2) sets of columns will accommodate most of the each day items. The other ~~two~~ sets of
22 columns are provided for specific MOT pay items such as Traffic Control Officers, Panels
23 and Advanced Warning Arrows. These items may require the Contractor to monitor on a
24 closer interval due to the minimum requirements. The last set of columns on this form is for
25 Cubic Yards and Linear Feet Items such as (Temporary Guardrail). The daily total is
26 automatically generated. This form shall be signed by the Contractor and Work Site
27 Supervisor, and turned in monthly to the Project Administrator/Manager for payment. The
28 PA will include this certification in ~~with~~ the Final Estimates Package. [\(See Figure No. 6-14](#)
29 [and 6-15\)](#)

30 **6.4.2 Painted Pavement Markings (MOT) Daily Worksheet and Painted Pavement** 31 **Markings (MOT) Contractors Certifications of Quantities**

32 These forms are designed to be used by the Contractor for MOT Pavement Markings
33 (all 710 pay items). The Contractor is now responsible to maintain
34 measurements/counts for these items.

35 **MOT Painted Pavement Markings Daily Worksheet, Form No. 700-050-67-** This form is

1 used for all 710 pay items, their quantities, their location, and to provide remarks when
2 necessary. Under "Other" these items are provided since the Contractor placing the striping
3 in most cases placed these 102 items also, this will eliminate filling out two different MOT
4 **Certification Forms.**

5 ~~The Second section on this form is provided for recording Equal Employment Opportunity~~
6 ~~(EEO) Personnel working on the project. The spaces are used to record the employee's~~
7 ~~name, classification, the hours worked and the equipment operated by the employee.~~

8 ~~————— **Note:** This section needs to be utilized on Lump Sum and Design Build Projects.~~

9
10 This daily work sheet is to be completed daily by the Contractor performing the work. The
11 Contractor is responsible for providing a summary of quantities for that month using the
12 monthly certification form. All daily work sheets (pertaining to the time table for that month)
13 shall be attached to the monthly certification sheet **Form No. 700-050-68, MOT**
14 **Contractors Monthly Certification of Quantities.** ([See Figure No. 6-16](#))

15
16 ~~**Note:** See Chapter 11 section 11.8 and 11.9 of the Preparation and Documentation~~
17 ~~Manual for the requirements for Design Build and Lump Sum Projects.~~

18 **Form No. 700-050-68** is the MOT Painted Pavement Markings, monthly, **Certification of**
19 **Quantities Form.** This form provides all the 710 pay items plus the 102 Temporary
20 Pavement Marker Pay Items mentioned above. The Contractor will only fill out the total
21 quantities used for each pay item, and as shown on the Daily Work Sheet which will also
22 be attached to the **Contractor Monthly Certification of Quantities** sheet. This form shall
23 be signed by the Contractor and Work Site Supervisor, and turned in to the Project
24 Administrator/Manager for the month showing the period that the certification represents
25 for payment. ([See Figure No. 6-17](#))

26 **Initial Retro Reflectivity Reading Certification (Daily Worksheet) Form No. 700-050-70**
27 ~~is~~ used for recording Initial Retro-Reflectivity Reading of White and Yellow Pavement
28 Markings in accordance with Florida method **FM-5-541**(As required by **Section 710**
29 **Specifications**).

30 Initial ~~R~~readings will be certified on a ~~Department approved this~~ form no later than the next
31 working day after pavement markings are applied. This form will be signed by the
32 Contractor or his representative and the Work Site Supervisor. ([See Figure No. 6-18](#))

33 This form should be utilized on Lump Sum and Design Build Projects.

34 **Note:** The Department's representative will not have the task of checking or
35 recording MOT quantities on a daily basis. During the invoice period, random spot
36 checks need to be made and documented. These checks could be achieved in a

1 combined effort with the Contractor. This approach should minimize disputed
2 quantities. The Contractor will be responsible for supplying the Department with
3 accurate documentation of quantities. These forms are to be submitted with the
4 Final Estimate Package.

5 | 6.5 PAYMENT

6 The Contractor will prepare and certify the Certification of Quantities no later than twelve o'
7 clock noon Monday after the estimate cutoff as directed by the PA/PM. This will be in
8 accordance with **Section 102 and 710** of the **Specifications** for each project in the
9 Contract. The Contractor's submitted quantities must be approved by the PA/PM. Any
10 disputed quantities needs to be reconciled as soon as possible.

11 | 6.6 BULK-WEIGHT FINAL PAY RECORDS

12 | Certified weight tickets for certain bulk weight shipments are acceptable as final
13 payment records under the following conditions:

- 14 (A) All weighing is done on state certified scales and the ticket indicates gross, tare,
15 and net weight.
- 16 (B) The State of Florida will recognize any scale that has been certified by a state
17 agency outside Florida using traceable standards. All 50 states have adopted
18 and use the same laws as Florida (**NIST Handbook-44**).
- 19 (C) Project personnel will record each truck number and time of loading, on a **Daily**
20 **Log Sheet Miscellaneous Tabulation Form Site Source Record, Form No.**
21 **700-050-56** at the rail head site.
- 22 (D) All cars are visually inspected to insure that all material has been unloaded.
- 23 (E) Material remaining in cars after job completion is to be hauled by truck to state
24 certified scales and gross, tare, and net weights determined in order to make
25 appropriate deductions from the car weights.
- 26 (F) Hauling will be done in covered trucks in order to minimize loss of material. The
27 single car weight is more accurate than weighing numerous trucks and with the
28 **Miscellaneous Tabulation Form** system as outlined above; ~~a~~**A** All requirements for
29 pay records will be fulfilled.

30 | 6.7 DOCUMENTATION

1 Documentation is considered complete only when the material represented by each
2 **Tabulation Form** is reconciled at the point of actual incorporation into the project. Multiple
3 trucks may be recorded on one form as long as each individual truck is identified by
4 number and company name.

5 The Financial Project Number, Pay Item Numbers and Date shall be shown in each column
6 or row for the type of **Tabulation Form** used.

7 Department **Tabulation Forms** shall be cross checked with the contractor or
8 subcontractor's records on a regular basis (daily or weekly). Any differences that may exist
9 in pay quantities will then be reconciled immediately. This systematic comparison of
10 source records will help create fewer misinterpretations concerning final pay quantities.

11 (A) Unless the number of **Tabulation Forms** justifies the use of the computer to
12 summarize the material, a manual summary shall be made by Tabulation Form
13 totals in the Final Estimates Computation Book.

14 (B) When the computer is used, the output shall be included as part of the estimate
15 computations and shall be cross-referenced in the **eComputation bBook**.

16 (C) A complete tabulation, as a packing list, of all types of **Tabulation Forms** shall be
17 shown in the transmittal data when the final estimate package is submitted.

18 | 6.8 FUEL AND BITUMINOUS ADJUSTMENTS

19 | 6.8.1 Fuel Adjustments

20 Conventional projects will receive a fuel adjustment on Contracts with an **original** Contract
21 time in excess of 120 calendar days. The Department will make price adjustments on each
22 applicable monthly/progress estimate to reflect either increases or decreases in the price of
23 gasoline or diesel from those in effect for the month in which bids were received. When an
24 estimate is generated, Fuel Adjustments will be automatically calculated per specifications
25 using pre-determined fuel factors for applicable pay items and the Price Index Tables.
26 Items that require fuel adjustments can be found on the Department's Construction Web
27 site at www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm.

28 **Note:** The Original contract amount entered on the fuel spread sheet should not change
29 throughout the life of the contract. When the original amount is changed, it has been
30 determined that this is causing previous amount on the spread sheet to change. When
31 changes are not made to the original amount then it will match the previous estimates
32 submitted for payment. If monies underrun, adjustment need to be made so that 100% of
33 the estimated gallons are paid. This needs to be adjusted in the field by the last progress

1 estimates. Fuel Adjustments on Contracts let prior to June 2004; will need to follow the
2 previous process.

3 **6.8.2 Bituminous Adjustment**

4 Conventional projects will receive a bituminous adjustment if the contract has an original
5 contract time of more than 365 calendar days or more than 5000 tons [5000 metric tons] of
6 asphalt concrete. The Department will adjust the price for bituminous material, excluding
7 cutback and emulsified asphalt to reflect either increases or decreases in the Asphalt Price
8 Index (API) of bituminous material from that in effect during the month in which bids were
9 received. The Department will determine the API for each month and place it on the
10 Construction website. When an estimate is generated, Bituminous Adjustments will be
11 automatically calculated per specifications using the Asphalt Price Index Table. Asphalt
12 Price Indexes can be found on the Department's Construction Website at
13 www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm Fuel Adjustments on Contracts
14 let prior to June 2004; will need to follow the previous process.

15 **Note:** Refer to *Chapter 11, Alternative Contracts* of the *Preparation and*
16 *Documentation Manual* for Fuel and Bituminous Material Adjustments on Lump Sum and
17 Design Build Projects. The Average Price indexes for Fuel and Bituminous will be posted
18 on the State Construction Office Web site before the 15th of each month.

19 **6.9 RESIDENT OFFICE PERSONNEL RESPONSIBILITY**

20 It is the responsibility of the Resident Office (RO) personnel to adjust the fuel and
21 bituminous material monthly on projects assigned them that meet the criteria specified in
22 [Section 9](#) of the *Specifications*.

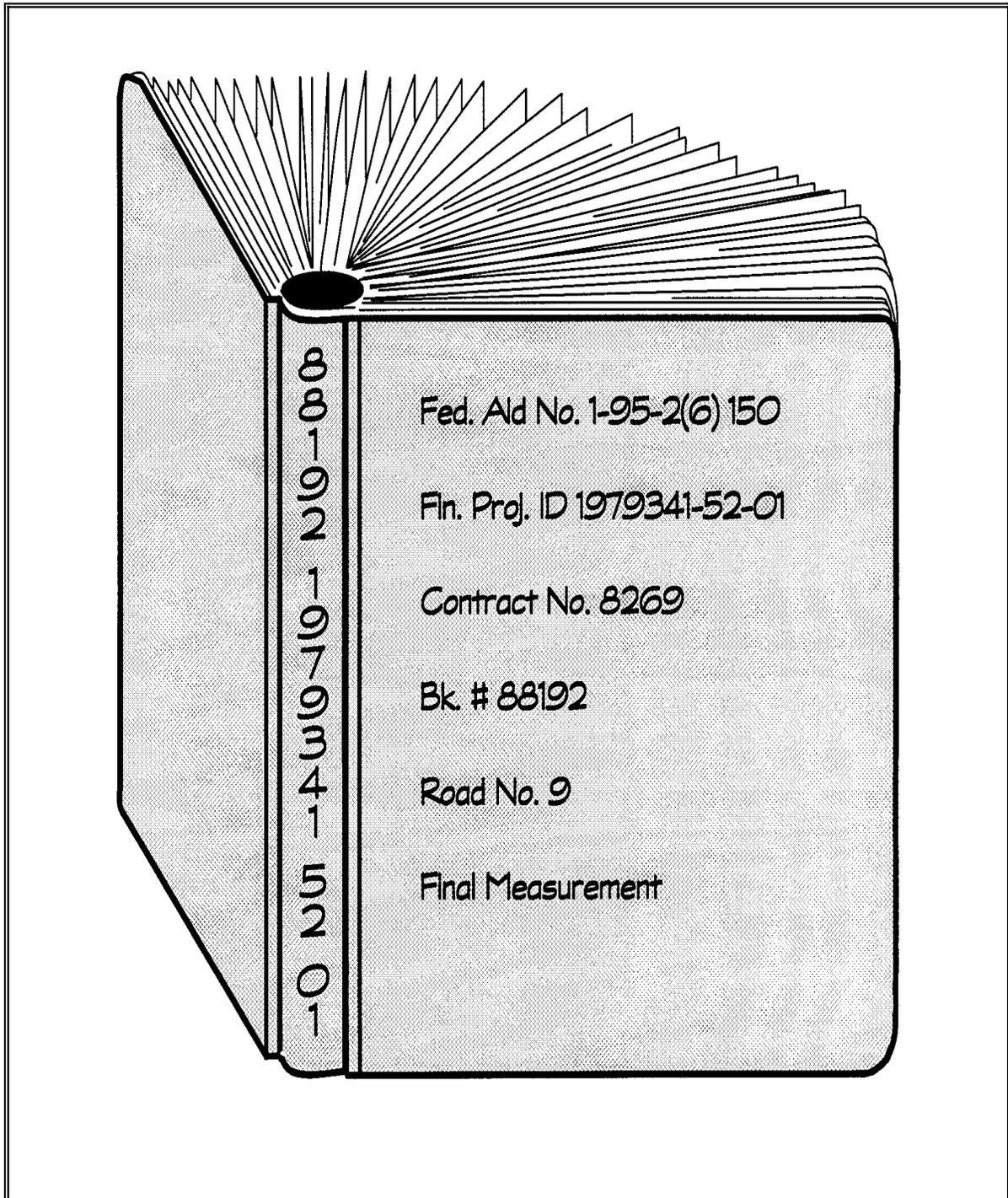
23 **6.10 LIST OF FIGURES FOLLOWING THIS CHAPTER**

24	Figure 6-1	Field Book Log
25	Figure 6-2	Note Book Spine
26	Figure 6-3	Preprinted Pile Field Books – Data
27	Figure 6-4	Preprinted Pile Field Books – Record of Drives
28	Figure 6-5	Daily Report of Truck Measured Material
29	Figure 6-6	Truck Measured Sketch
30	Figure 6-6a	Truck Measured Sketch
31	Figure 6-7	Daily Log Sheet for Grassing Items
32	Figure 6-8	Daily Log sheet for Grassing Items
33	Figure 6-9	Daily Log Sheet for Miscellaneous Tabulation Form
34	Figure 6-10	Daily Log Sheet for Miscellaneous Tabulation Items
35	Figure 6-11	Delivery Ticket

1	Figure 6-12	Sample Sketch of Riprap Structure
2	Figure 6-13	Sand Cement Riprap Pay Analysis
3	Figure 6-14.....	Contractors Certified Invoice MOT Sheet
4	Figure 6-15.....	Contractor Certification of Quantities (MOT) (Signs, etc)
5	Figure 6-16.....	Daily Work Sheet Form (MOT)
6	Figure 6-17.....	Contractors Monthly Certification of Quantities Form
7	Figure 6-18.....	Initial Retroreflectivity Reading certification (Daily Worksheet)

8

Figure 6-2
NOTEBOOK SPINE



1

Figure 6-3 PREPRINTED PILE FIELD BOOK - DATA

PILE DRIVING INFORMATION

FIN PROJ. ID # _____ DATE _____ STATION NO. _____
 PILE SIZE _____ LENGTH _____ BENT/PIERNO. _____ PILE NO. _____
 HAMMER TYPE _____ RATED ENERGY _____ OPERATING RATE _____
 TEMPLATE ELEV _____ MIN TIP ELEV _____ PILE CUTOFF ELEV _____
 DRIVING CRITERIA _____

PILE CUSHION THICKNESS AND MATERIAL _____
 HAMMER CUSHION THICKNESS AND MATERIAL _____
 WEATHER _____ TEMP _____ START TIME _____ STOP TIME _____

PILE DATA

PAY ITEM NO. _____ WORK ORDER NO. _____
 MANUFACTURED BY _____ B.M. ELEV _____ GROUND ROD READ _____
 DATE CAST _____ ROD READ. _____ PILE HEAD ROD READ. _____
 MANUFACTURER'S PILE NO. _____ H. I. _____ PILE HEAD ELEV. _____
 PILE HEAD CHAMFER _____ PILE TIP ELEV. _____
 PILE TIP CHAMFER _____ GOUND ELEV. _____
 PILE DRIVING INSPECTOR _____

	CUTOFF TYPE CODE	POINT PROTECTOR	PREFORMED HOLE	PDA	PILE REDRIVEN	ISOLATED DRIVING	EXTRACTION	30 % SPLICE	PILE TYPE CODE	BATTER	TOTAL		PENETRA- TION	BUILD UP	
											FURNISHED	DRIVEN		AUTHORIZED	ACTUAL
	x	x	x	x	x	x	x	x	x	XXX.XXX	XXX.XXX	XXX.XXX	XXX.XXX	XXX.XXX	XXX.XXX

NOTES : _____

SIGNATURE OF INSPECTOR : _____

Figure 6-4

PREPRINTED PILE FIELD BOOK - RECORD OF DRIVES

1
2

1
 2
 3

Figure 6-6 TRUCK MEASURED SKETCH

TRUCK NO. _____ FIN. PROJECT ID _____
 CONTRACTOR _____
 CHECKED BY _____ DATE _____
 MEASURED BY _____ DATE _____

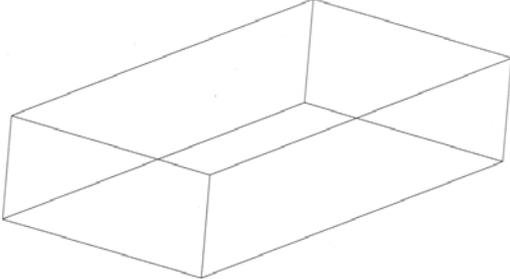
A. Certified Capacity provided by Contractor Subarticle (9-1.5)
 B. The example below is for verification purposes of the truck body capacity **only**.
 C. Sideboards Added
 D. Compare B to A

CASE I

A. Certified Capacity _____

Verification practice by field staff

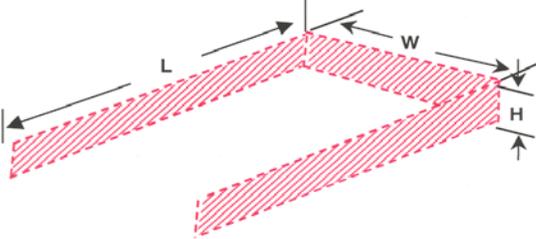
B. Truck Body Measure (L x W x H) x .98 = _____



D. Acceptable

YES NO

C. Sideboard Added (L x W x H) = _____



A + C = NEW TRUCK CAPACITY _____

1
 2
 3

Figure 6-6a TRUCK MEASURED SKETCH

TRUCK NO. _____ FIN. PROJECT ID _____
 CONTRACTOR _____
 CHECKED BY _____ DATE _____
 MEASURED BY _____ DATE _____

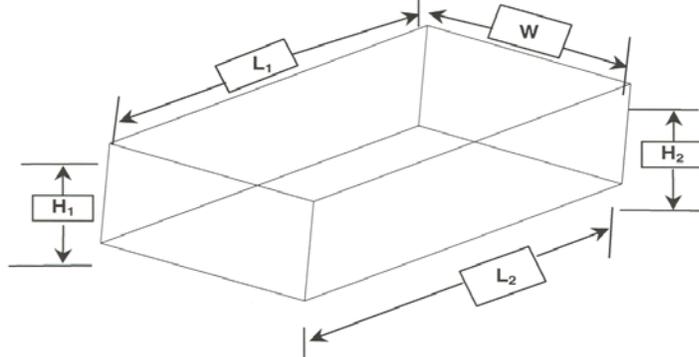
A. Certified Capacity provided by Contractor Subarticle(9-1.5) _____
 B. The example below is for verification purposes of the truck body capacity **only**.
 C. Sideboards Added
 D. Compare B to A

CASE II

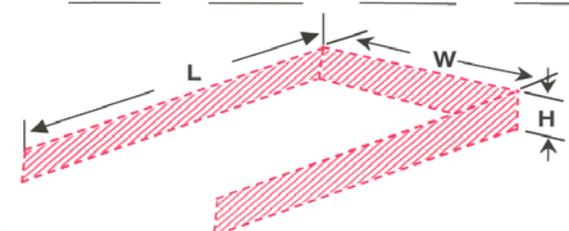
A. Certified Capacity _____

Verification practice by field staff

B. Truck Body Measure $\left[\left(\frac{L_1 + L_2}{2} \right) \times \left(\frac{H_1 + H_2}{2} \right) \times W \right] \times .98 =$ _____



C. Sideboard Measure $(L \times W \times H) =$ _____



D. Acceptable
 Yes No

A + C = NEW TRUCK CAPACITY _____

Figure 6-7
 Daily Log Sheet for Grassing Item

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
 DAILY LOG SHEET
 GRASSING ITEMS
 SITE SOURCE RECORD

FINANCIAL PROJECT ID: _____

PAGE NO. _____ FORM 700-050-55 CONSTRUCTION 0698

DATE	ITEM: QUICK GROW			ITEM: PERMANENT			ITEM: FERTILIZER			ITEM: MULCH			ITEM: WATER			DOT Inspector's Signature (not initials)	INSPECTOR'S REMARKS AND/OR SHOW WEIGHT OF TEN HAY BALES AND CALCULATE AVERAGE FOR WEIGHT PER BALE
	Item No.	Quantity		Item No.	Quantity		Item No.	Quantity		Item No.	Quantity		Item No.	Quantity			
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	No BAGS			No BAGS			No BAGS										
	WT. PER BAG:			WT. PER BAG:			WT. PER BAG:										
	TOTAL			TOTAL			TOTAL										
	PAGE TOTALS															Sheet _____ Of _____	

* CIRCLE PROPER UNIT OF MEASURE

ATTENTION: ONLY ORIGINAL FORMS/DOCUMENTATION ACCEPTED

RECYCLED PAPER

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 2
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Figure 6-9
DAILY LOG SHEET MISCELLANEOUS TABULATION FORM

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DAILY LOG SHEET MISCELLANEOUS TABULATION FORM SITE SOURCE RECORD										PAGE NO. _____ <small>FORM 700-050-010 CONSTRUCTION 08/99</small>													
FIN. PROJ. ID: _____	Date	Gross	Tare	Net	Date	Gross	Tare	Net	Date	Gross	Tare	Net	Date	Gross	Tare	Net	Date	Gross	Tare	Net	TOTAL	REMARKS	
ITEM NO																						TOTAL	
																						ACCUM TOTAL	
ITEM NO																						TOTAL	
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																						ACCUM TOTAL	
INSPECTOR'S SIGNATURE																							

Sheet _____ of _____

 RECYCLED PAPER

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Figure 6-10
DAILY LOG SHEET for MISCELLANEOUS ITEMS

FIN. PROJ. ID: 199999-1-52-01		STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DAILY LOG SHEET MISCELLANEOUS TABULATION FORM SITE SOURCE RECORD										PAGE NO. _____ FORM 700-050-56 CONSTRUCTION 06/98	REMARKS
ITEM	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	TOTAL	
ITEM NO _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	TOTAL TOTAL ACCUM TOTAL	
ITEM NO 530-3-3	S-3 Gross 58,374 lbs Tare 22,010 lbs Net 36,364 lbs	Gross 64,003 lbs Tare 22,195 lbs Net 41,808 lbs	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	75,172 lbs TOTAL 37.59 Tons ACCUM TOTAL	Size Delivery/weight tickets NO's. 32100 § 32011
ITEM NO _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	TOTAL TOTAL ACCUM TOTAL	
ITEM NO _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	TOTAL TOTAL ACCUM TOTAL	
ITEM NO _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	TOTAL TOTAL ACCUM TOTAL	
ITEM NO 530-1	S-10 RT Bag Ct 200 Bag Wt 1 C. F. Net 200cf = 741 cy	S-11 RT Bag Ct 225 Bag Wt 1 C. F. Net 225cf = 833 cy	Capacity 25 1/2 conts. Load Ct 5 gals/cont. Net 127.5 gals	Capacity 25 1/2 conts. Load Ct 5 gals/cont. Net 127.5 gals	Capacity _____ Load Ct _____ Net _____	1574 CY TOTAL 14.80 CY ACCUM TOTAL	Structure No. S-10 § 11 Size page 20 in field Book No. 100002						
ITEM NO 400-149	Capacity 10 containers Load Ct 50 callons Net 50 callons	Capacity 10 containers Load Ct 50 callons Net 50 callons	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	Capacity _____ Load Ct _____ Net _____	177.5 gals TOTAL 14.80 CY ACCUM TOTAL	1 container = 5 U.S. callons Bridge No. 700552
INSPECTOR'S SIGNATURE	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory	Saving Theory		

Sheet ____ Of ____
 RECYCLED PAPER

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2
3

Figure 6-11 DELIVERY TICKET



FLORIDA MINING & MATERIALS
 CONCRETE PRODUCTS
 LEE DIVISION
 P. O. BOX 2376, 2858 FORD STREET, FT. MYERS, FLORIDA 33902, PHONE (813)334-4521

Plant No. 03-004 Del. Ticket _____
 Serial No. _____
 Date: _____ 19 _____

Delivered To: _____
 Address _____

F.D.O.T. Fin. Proj. ID. _____

Truck No.	DOT Class	DOT Mix NO.	Cubic Yards This Load
Time Loaded	Arrived	Discharged	Cubic Yards Total Today
Allowable Jobsite Water Addition gals./cu. yd.		Mixing Revolutions:	At Plant: At Jobsite:
FILL OUT ON FIRST DELIVERY AND ON EACH CHANGE OF AGGREGATE WEIGHTS			
Cement _____ Brand _____ Amount _____		Air MBVR _____	Amount _____ oz.
Course Agg. _____ % Moisture _____ Amount _____		Retarder MBL-80 _____	Amount _____ oz.
Fine Agg. _____ % Moisture _____ Amount _____		Fly Ash _____ Source _____	Amount _____
Batch Water (Gals.) _____ Amount _____		Coursr Agg. DOT Pit # _____	S.C. _____
		Fine Agg. DOT Pit # _____	S.C. _____

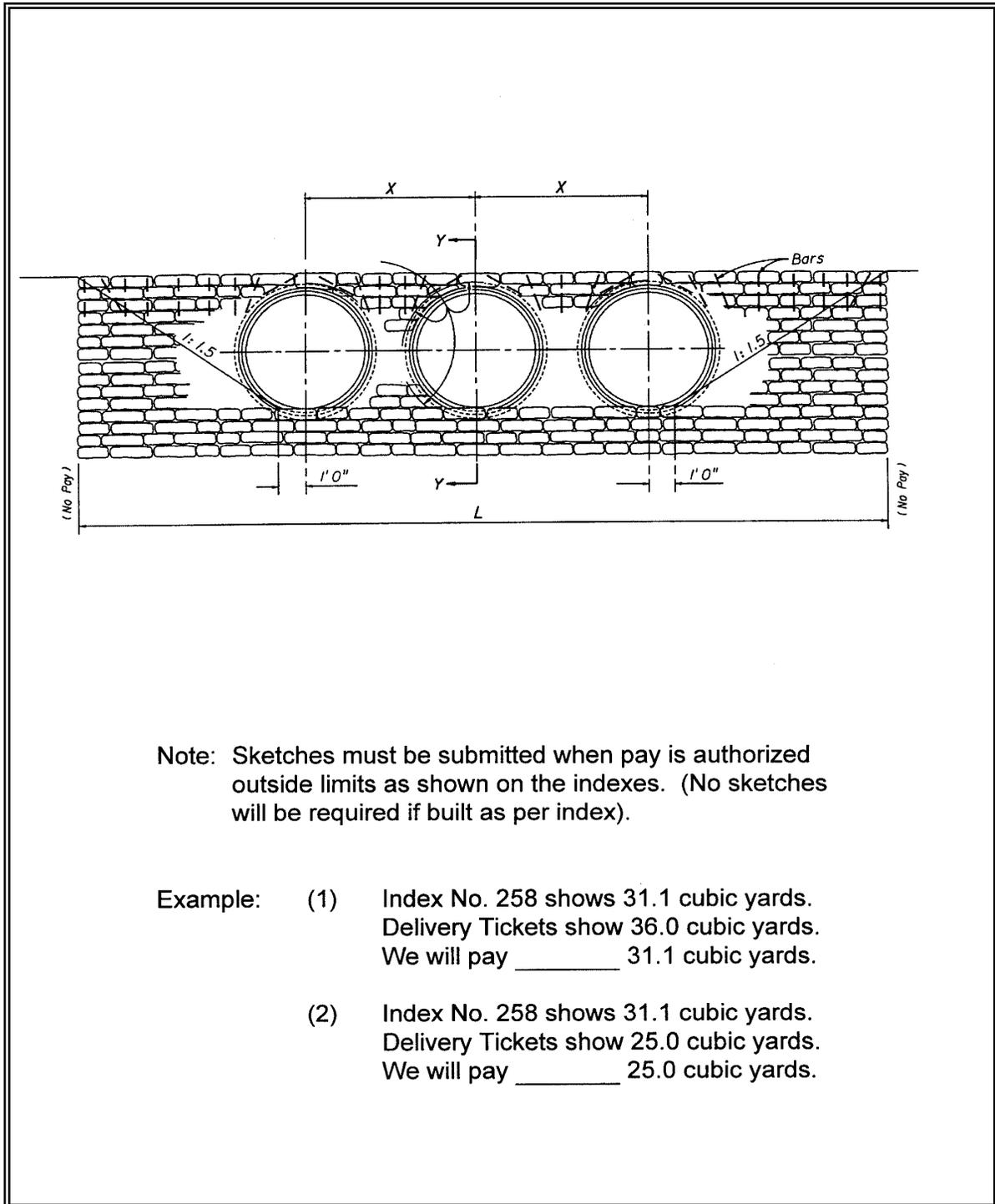
Issuance of this ticket constitutes certification to the accuracy of the above recorded information

Signature of Plant Operator or Company Rep.

WATER ADDED ON JOBSITE _____ GALLONS
 ADDITIONAL MIXING REVOLUTIONS _____

1
2
3

Figure 6-12
SAMPLE SKETCH OF RIPRAP STRUCTURE



Note: Sketches must be submitted when pay is authorized outside limits as shown on the indexes. (No sketches will be required if built as per index).

- Example:
- (1) Index No. 258 shows 31.1 cubic yards.
Delivery Tickets show 36.0 cubic yards.
We will pay _____ 31.1 cubic yards.
 - (2) Index No. 258 shows 31.1 cubic yards.
Delivery Tickets show 25.0 cubic yards.
We will pay _____ 25.0 cubic yards.

Figure 6-17
Contractor Monthly Certification of Quantities

Page No. _____

FORM 700-050-08
CONSTRUCTION
12/03

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CONTRACTORS MONTHLY CERTIFICATION OF QUANTITIES

MAINTENANCE OF TRAFFIC SHEET

(Painting Traffic Stripes)

STATE ROAD NO.: _____

PERIOD REPRESENTED BY CERTIFICATION FROM: (MO/DY/YR) _____ TO: (MO/DY/YR) _____

CONTRACTOR: _____

CERTIFICATION NO.: _____

FINANCIAL PROJECT ID: _____

CONTRACT NO.: _____

CONTRACTOR'S MONTHLY CERTIFICATION OF QUANTITIES

PAY ITEM NUMBER	DESCRIPTION	UNIT	THIS ESTIMATE	REMARKS / EXPLANATIONS
0710- 6	Directional Arrows, Painted	EA		
0710- 7	Pavement Message, Painted	EA		
0710-11	Remove Existing Markings (Paint)	SF		
0710-21	Skip Traffic Stripe (White/Black)	GM		
0710-22	Skip Traffic Stripe (Yellow)	GM		
0710-23-61	Solid Traffic Stripe (White/Black)(6")	NM		
0710-23-81	Solid Traffic Stripe (White/Black)(8")	NM		
0710-24-61	Solid Traffic Stripe (Yellow)(6")	NM		
0710-24-81	Solid Traffic Stripe (Yellow)(8")	NM		
0710-25-61	Solid Traffic Stripe (White/Black)(6")	LF		
0710-25-81	Solid Traffic Stripe (White/Black)(8")	LF		
0710-25-121	Solid Traffic Stripe (White/Black)(12")	LF		
0710-25-161	Solid Traffic Stripe (White/Black)(16")	LF		
0710-25-181	Solid Traffic Stripe (White/Black)(18")	LF		
0710-25-241	Solid Traffic Stripe (White/Black)(24")	LF		
0710-26-61	Solid Traffic Stripe (Yellow)(6")	LF		
0710-26-81	Solid Traffic Stripe (Yellow)(8")	LF		
0710-26-121	Solid Traffic Stripe (Yellow)(12")	LF		
0710-26-161	Solid Traffic Stripe (Yellow)(16")	LF		
0710-26-181	Solid Traffic Stripe (Yellow)(18")	LF		
0710-26-241	Solid Traffic Stripe (Yellow)(24")	LF		
0710-27	Skip Traffic Stripe (White/Black)	LF		
0710-28	Skip Traffic Stripe (Yellow)	LF		
0710-29	Reflective Paint (Island Nose)(White)	SY		
0710-30	Reflective Paint (Island Nose)(Yellow)	SY		
0710-79	Alternating Skip Traffic Stripe	GM		
0710-90	Painted Pavement Markings (Final Surface)	LS		
0102-78	Reflective Pavement Markers (Temporary)	EA		
0102-911- 2	Removable Pavement Marking (Solid) (White)	LF		
0102-912- 2	Removable Pavement Marking (Solid) (Yellow)	LF		

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the above counts, measurements, and quality of products are correct and accurate.

Contractor's Authorized Agent (Print Name & Co.): _____ Date: _____

Contractor's Authorized Agent (Signature): _____

Work Site Traffic Supervisor (Print Name) _____

Work Site Traffic Supervisor (Signature) _____

