

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.

~~test~~

6.2 STANDARD/NON-STANDARD BOUND FIELD BOUND NOTE BOOKS

Standard/non-standard Bound Field Bound Note 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.

Standard/non-standard Bound Field Bound Note 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) should store these forms at the office, preferably in a file cabinet with the Standard/non-standard Bound Field Bound Note Book. Whenever a Standard/non-standard Bound Field Bound Note Book 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 Standard/non-standard Bound Field Bound Note Books will be made aware of its importance.

~~————The Project EngineerPA shall use a good quality Standard Bound Field Book for recording all survey data. A Non-Standard Bound Field Note bBook can be used to record other field measured items such as data recorded on Latitude and Departure forms, or input can be done manually or electronically on the Latitude and Departure form itself. Field Measured items or done electronically. Latitude and Departure forms data can also be inputted into a non-standard bound field book. All Non-Standard Bound Field Note bBooks shall meet the same requirements as stated in section 6.2.~~

6.2.1 General Instruction

- (A) ~~Only standard bound~~ Standard/non-standard Bound Field ~~Bound Note Books~~ with a hard cover will be used.
- (B) The front cover of each Standard/non-standard Bound Field ~~Bound Note Books~~ shall be identified with bold letters to show The Federal Aid Project Number, Financial Project ID Number, Contract Number, Standard/non-standard Bound Field ~~Bound Note Book~~ Number, State Road Number, and the general contents of that book. The Standard/non-standard Bound Field ~~Bound Note Book~~ Numbers, and the Financial Project ID Number, should also be shown on the back binding (spine) of each Field Book. **(See Figure No. 6-2)**
- (C) Each Standard/non-standard Bound Field ~~Bound Note 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 pages that are used to record notes shall be numbered sequentially in the upper right corner of each page.
- (D) The date, weather conditions, and the name(s) of the field party shall be shown on the Standard/non-standard Bound Field ~~Bound Note Book~~ page at the beginning of each day's notes. Well-documented field records are indispensable when the Department is involved in litigation. Standard/non-standard Bound Field ~~Bound Note Books~~ should also identify pay item numbers, original/final x-sections etc.
- (E) Never erase in any Standard/non-standard Bound Field ~~Bound Note Book~~. Corrections shall be made by striking through the incorrect data and inserting the correct data. All such corrections shall be initialed and dated by the person making the correction.
- (F) Do not cut or otherwise remove pages from any Standard/non-standard Bound Field ~~Bound Note Book~~. If an entire page is found in error, mark the original page **VOID** and make a note referring to the page where that item of work was corrected.
- (G) Keeping notes on loose-leaf or scratch pads and transferring them to the Standard/non-standard Bound Field ~~Bound Note Books~~ is prohibited. Field notes shall be entered directly into the Standard/non-standard Bound Field ~~Bound Note Book~~ at the time and the place the work is originally done. The exception to this rule is measurements entered directly on Latitude and Departure Sheets or directly on the **Final Computation Book Forms**. In all cases, erasures as detailed in (E) above, is prohibited.

- (H) Field records shall always be legible with sufficient sketches and explanatory notes to convey the intent to a person who is not familiar with the job. Good sketches are most important when recording final measurements. The details of the sketches do not need to be elaborate, but shall be sufficient to clearly show the extent of the work as well as any exceptions.
- (I) Use standard symbols and abbreviations. Keep the notes simple and avoid making ambiguous statements.
- (J) Show all of the pertinent measurements and observations. Use a degree of accuracy that will be consistent with operations. If there is any doubt about the need for data, record it. Review the data for accuracy and completeness before leaving the field.
- (K) When practical, record all the notes for one item in the same book and in the same place in the book. This may necessitate the use of a few more [Standard/non-standard Bound Field Bound Note Books](#), but it will avoid confusion and transposition errors.
- (L) A complete summary shall be made for each item at the end of its field notes. This item summary total will then be checked by those persons doing the final estimate and entered on the summary sheet of the Computation Book. At this time, the summary and the [Standard/non-standard Bound Field Bound Note Book](#) shall be properly cross-referenced.
- (M) Keep the calculations and measurements for Federal Aid participating and non-participating items separated in the [Standard/non-standard Bound Field Bound Note Book](#). This also applies to Utility Agreements known as Joint Participation Agreement items (JPAs) and Locally Funded Agreements (LFAs).
- (N) When more than one job (state or federal) is constructed under the same contract, separate [Standard/non-standard Bound Field Bound Note Book](#) shall be set up for each job and the measurements and other data shall be kept separate for each job.
- (O) Field records for projects let under separate contracts shall never be recorded in the same [Standard/non-standard Bound Field Bound Note Book](#). [Standard/non-standard Bound Field Bound Note Books](#) shall contain only records related to a single contract.
- (P) All [Standard/non-standard Bound Field Bound Note Books](#) will become the property of the Department, and shall have a unique six-digit number assigned.

- (Q) Preprinted Pile Field Books for recording individual pile records by bent or pier numbers can be obtained through your District Construction Engineer's Office. [\(See Figure 6-3 and 6- 4\)](#)
- (R) - Neatness and legibility give credence to the accuracy of field notes and the calculations which they support.
- (S) ~~The alignment Standard/non-standard Bound~~ [Standard Bound](#) Field [Books used for –shallalignments shall](#) be submitted with the Final Estimate Package. It shall contain all the necessary information for horizontal control for new construction projects and major widening projects.
- (T) [Standard/non-standard Bound](#) Field [Bound Books](#) used for recording alignment and pile driving data are to be retained until the structure that they were incorporated in is removed. Special care shall be exercised in labeling alignment and Piling Field Books as a permanent record. Separate [Standard/non-standard Bound](#) Field [Bound Books](#) shall be kept for these purposes, with front outside covers labeled with a large red letter "P" and circled in red to indicate a permanent record.

6.3 TABULATION FORMS

Tabulation Forms are site source records for establishing pay quantities.

6.3.1 Daily Report of Truck Measured Material –This [Form No. 700-050-54](#) - is used to record truck quantities. This Tabulation Form shall be summarized in the Computation Book. When the final quantities are determined by certification/measurements of loose volume in truck bodies, the following procedures used will generally satisfy the requirements for final pay records. [\(See Figure No. 6-5\)](#)

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

- (B) If sideboards are added it will be the PA's responsibility to measure this addition and add this volume to the certified capacity. Sketches, calculations, and dimensions of the sideboards will provide the documentation needed to support this change and must accompany the Final Estimate Package. [\(See figure Nos. 6-6 and 6-6a\)](#)
- (C) After the trucks have been assigned a number and their capacities shown, the **Tabulation Form** is used to record the quantity established for each truck as it delivers a load of the material to the project.
- (D) The volume entered on a **Tabulation Form** for borrow material shall reflect the struck measured volume (the dry measure having the contents leveled off and not heaped). The use of the struck measured capacity shall apply to trucks, pans, or any other means of transport that are used. Documentations on loose volume bases, as measured in other hauling equipment, shall be made at the point of dumping on the construction site.
- (E) The PA shall request at the preconstruction meeting that the contractor provide a list of trucks that will be used on DOT projects, along with their assigned numbers and their certified capacity. This list shall be submitted with the Final Estimate Package.
- (F) A separate line on the **Tabulation Form for Borrow** will be used for each truck showing:
 - (1) Hauling Company
 - (2) Truck Number
 - (3) Capacity Certified
 - (4) Load Count & Time Recorded
 - (5) Total volume for that truck that day
 - (6) Inspector's signature and title at the bottom of the page
- (G) Typical materials paid for by volume and recorded on the **Tabulation Form** include:
 - (1) Commercial materials for driveway maintenance

- (2) Borrow material
- (3) Stabilizing material
- (4) Cover material

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

- (A) Show the item number for the material that is being used.
- (B) For grass seed (permanent & quick grow), show the number of bags or the bulk weight. Weight Tickets used should be kept in the project file.
- (C) Records for water measurements need to show beginning and ending meter reading or that the water tank has been certified by the Department. A copy of the certification shall be attached to the **Tabulation Form** or placed in the **Computation Book**.
- (D) Mulch shall be shown as gross tare, and net weights, or it can be shown as an average of ten bales. (Show these weights in the inspector's remarks column.) If the bulk weight is used, place the tickets in the project file.
- (E) The Department representatives shall sign their name on each day the grassing items are used (no initials).
- (F) For fertilizer show the type of fertilizer used [\(See Figure No. 6-8\)](#). The amount used for each day's operation shall be shown in a separate column and be recorded as number of bags x weight per bag = total lbs.

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

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

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

1. Weight Measurements: Each line of the Miscellaneous *Tabulations Form* shall include:

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

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

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

- (A) Mulch material
- (B) Hydrated lime
- ~~(C) Sand for armor coat~~

2. Volume Measurements:

RipRap – The Miscellaneous Tabulation Forms for riprap shall reflect quantities used and approved in each day's operation, as well as the station, offset, and structure number of the placement location which will be shown in the remarks column. Document the number of cubic yds. (cubic meters) of sand and cement per batch and the number of batches per day or for each location. [\(See Figure No. 6-10\)](#) Delivery tickets shall be submitted showing the batch weights of sand and cement used. [\(See Figure No. 6-11\)](#)

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

In order to achieve this objective the PA must maintain and exercise control of the riprap placement operation as follows:

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

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

6.4.1 **Contractor Certification of Quantities (MOT) (Signs, etc.) Form No. 700-050-62** This form is providing for the Contractor to document and certify all 102 pay items. The first two (2) sets of columns will accommodate most of the each day items. The other two sets of columns are provided for specific MOT pay items such as Traffic Control Officers, Panels and Advanced Warning Arrows. As of July 2006, the five (5) day minimum requirements for Panels and Advanced Warning Arrows will no longer be required. These items may require the Contractor to monitor on a closer interval due to the minimum requirements. The last set of columns on this form is for Cubic Yards and Linear Feet Items such as (Temporary Guardrail). The daily total is automatically generated. This form shall be signed by the Contractor and Work Site Supervisor and turned in monthly to the Project Administrator/Manager for payment. The PA will include this certification in the Final Estimates Package. (See Figure No. 6-14 and 6-15)

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

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

MOT Painted Pavement Markings Daily Worksheet, Form No. 700-050-67 This form is used for all 710 pay items, their quantities, their location, and to provide remarks when necessary. Under "Other" these items are provided since the Contractor placing the striping in most cases placed these 102 items also, this will eliminate filling out two different MOT **Certification Forms**.

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

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

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

Initial Retro Reflectivity Reading Certification (Daily Worksheet) Form No. 700-050-70 is used for recording Initial Retro-Reflectivity Reading of White and Yellow Pavement Markings in accordance with Florida method **FM-5-579541** (As required by **Section 710 Specifications**).

~~Initial readings will be certified on a form no later than the next working day after pavement markings are applied. The Contractor will have the responsibility to measure, record and certify the Retroreflectivity on the Department's approved form and submit to the PA/PM. After 3 days of the receipt of the Contractor's Certification, the Department reserves the right to test the markings. Failure to allow the Department to complete this task will result in a non-payment to the contractor.~~ This form will be signed by the Contractor or his representative and the Work Site Supervisor. [\(See Figure No. 6-18\)](#)

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

Note: The Department's representative will not have the task of checking or recording MOT quantities on a daily basis. During the invoice period, random spot checks need to be made and documented. These checks could be achieved in a combined effort with the Contractor. This approach should minimize disputed quantities. The Contractor will be responsible for supplying the Department with accurate documentation of quantities. These forms are to be submitted with the Final Estimate Package.

6.4.33 ——— DOCUMENTATION FOR MULTIPLE FINANCIAL IDENTIFICATION NUMBERS (FIN) UNDER ONE CONTRACT INCLUDING NON-FEDERAL AID (NFA) PARTICIPATING

All Certification of Quantities (102 and 710 items) shall be reported on the Lead Financial ~~Project Identification~~ Number (FIN) for Fin projects ~~Multiple Financial Identification Numbers (FIN)~~ under one contract. This also includes Non-Federal Aid

(NFA) participating projects. The quantities for each FIN number will be determined by the ~~Project Administrator~~, as the prorated amount determined from the Transport Estimated System (TES) pay item breakout. This will be done by taking the total quantity of Signs, Lights, Barricades, etc; shown on the TES for each FIN number and dividing it by the total quantity for the Contract, then multiplying this amount by the total Number placed. This shall be done monthly, the day of the estimate cutoff, based on the Contractor's Certification of ~~Quantities, and only, if MOT items have been placed during that month.~~

Example
Type II Barricades

Project "A" TES shows 10,543 each Federal Aid (FA) participating and 4,589 each NFA participating

Project "B" TES shows 64,940 each Federal Aid participating
Total TES for contract = 80,072 each

Total placed this month = 23,455 each

Project "A" (FA) would be determined by dividing 10,543 (FA) by 80,072 and multiplying by 23,455.

(FA) $10,543 \div 80,072 = .13 \times 23,455 = 3,049.2$ or 3,049 each

Project "A" (NFA) would be determined by dividing 4,589 (NFA) by 80,072 and multiplying by 23,455.

(NFA) $4,589 \div 80,072 = .06 \times 23,455 = 1,407.3$ or 1,407 each.

Project "B" would be determined by dividing 64,940 by 80,072 and multiplying by 23,455.

(FA) $64,940 \div 80,072 = .81 \times 23,455 = 18,998.6$ or 18,999 each.

And to confirm the total placed for this month, just add the three outcomes together:

$3,049 + 1,407 + 18,999 = 23,455$ each

6. 5 PAYMENT

The Contractor will ~~prepare and certify the request payment by submitting a~~ Certification of Quantities no later than twelve o' clock noon Monday after the estimate cutoff as directed by the PA/PM. This will be in accordance with **Section 102 and 710** of the **Specifications** for each ~~project in the~~ Contract. The Contractor's submitted quantities

must be approved by the PA/PM. Any disputed quantities needs to be reconciled as soon as possible.

6.6 BULK-WEIGHT FINAL PAY RECORDS

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

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

6.7 DOCUMENTATION

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

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

Department ***Tabulation Forms*** shall be cross checked with the contractor or subcontractor's records on a regular basis (daily or weekly). Any differences that may exist in pay quantities will then be reconciled immediately. This systematic comparison

of source records will help create fewer misinterpretations concerning final pay quantities.

- (A) Unless the number of **Tabulation Forms** justifies the use of the computer to summarize the material, a manual summary shall be made by Tabulation Form totals in the Final Estimates Computation Book.
- (B) When the computer is used, the output shall be included as part of the estimate computations and shall be cross-referenced in the **Computation Book**.
- (C) A complete tabulation, as a packing list, of all types of **Tabulation Forms** shall be shown in the transmittal data when the final estimate package is submitted.

6.8 FUEL AND BITUMINOUS ADJUSTMENTS

6.8.1 Fuel Adjustments

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

~~**Note:** The Original contract amount entered on the fuel spread sheet should not change throughout the life of the contract. When the original amount is changed, it has been determined that this is causing previous amount on the spread sheet to change. When changes are not made to the original amount then it will match the previous estimates submitted for payment. If monies underrun, adjustment need to be made so that 100% of the estimated gallons are paid. This needs to be adjusted in the field by the last progress estimates. Fuel Adjustments on Contracts let prior to June 2004; will need to follow the previous process.~~

6.8.2 Bituminous Adjustment

Conventional projects will receive a bituminous adjustment if the contract has an original contract time of more than 365 calendar days or more than 5000 tons [5000 metric tons] of asphalt concrete. The Department will adjust the price for bituminous material, excluding cutback and emulsified asphalt to reflect either increases or decreases in the

Asphalt Price Index (API) of bituminous material from that in effect during the month in which bids were received. The Department will determine the API for each month and place it on the Construction website. When an estimate is generated, Bituminous Adjustments will be automatically calculated per specifications using the Asphalt Price Index Table. Asphalt Price Indexes can be found on the Department's Construction Website at www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm Fuel Adjustments on Contracts let prior to June 2004; will need to follow the previous process.

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

6.9 RESIDENT OFFICE PERSONNEL RESPONSIBILITY

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

6.10 LIST OF FIGURES FOLLOWING THIS CHAPTER

Figure 6-1	Field Book Log
Figure 6-2	Note Book Spine
Figure 6-3	Preprinted Pile Field Books – Data
Figure 6-4	Preprinted Pile Field Books – Record of Drives
Figure 6-5	Daily Report of Truck Measured Material
Figure 6-6	Truck Measured Sketch
Figure 6-6a	Truck Measured Sketch
Figure 6-7	Daily Log Sheet for Grassing Items
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Figure 6-9	Daily Log Sheet for Miscellaneous Tabulation Form
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Figure 6-11	Delivery Ticket
Figure 6-12	Sample Sketch of Riprap Structure
Figure 6-13	Sand Cement Riprap Pay Analysis
Figure 6-14.....	Contractors Certified Invoice MOT Sheet
Figure 6-15.....	Contractor Certification of Quantities (MOT) (Signs, etc)
Figure 6-16.....	Daily Work Sheet Form (MOT)
Figure 6-17.....	Contractors Monthly Certification of Quantities Form
Figure 6-18.....	Initial Retroreflectivity Reading certification (Daily Worksheet)

Figure 6-2
NOTEBOOK SPINE

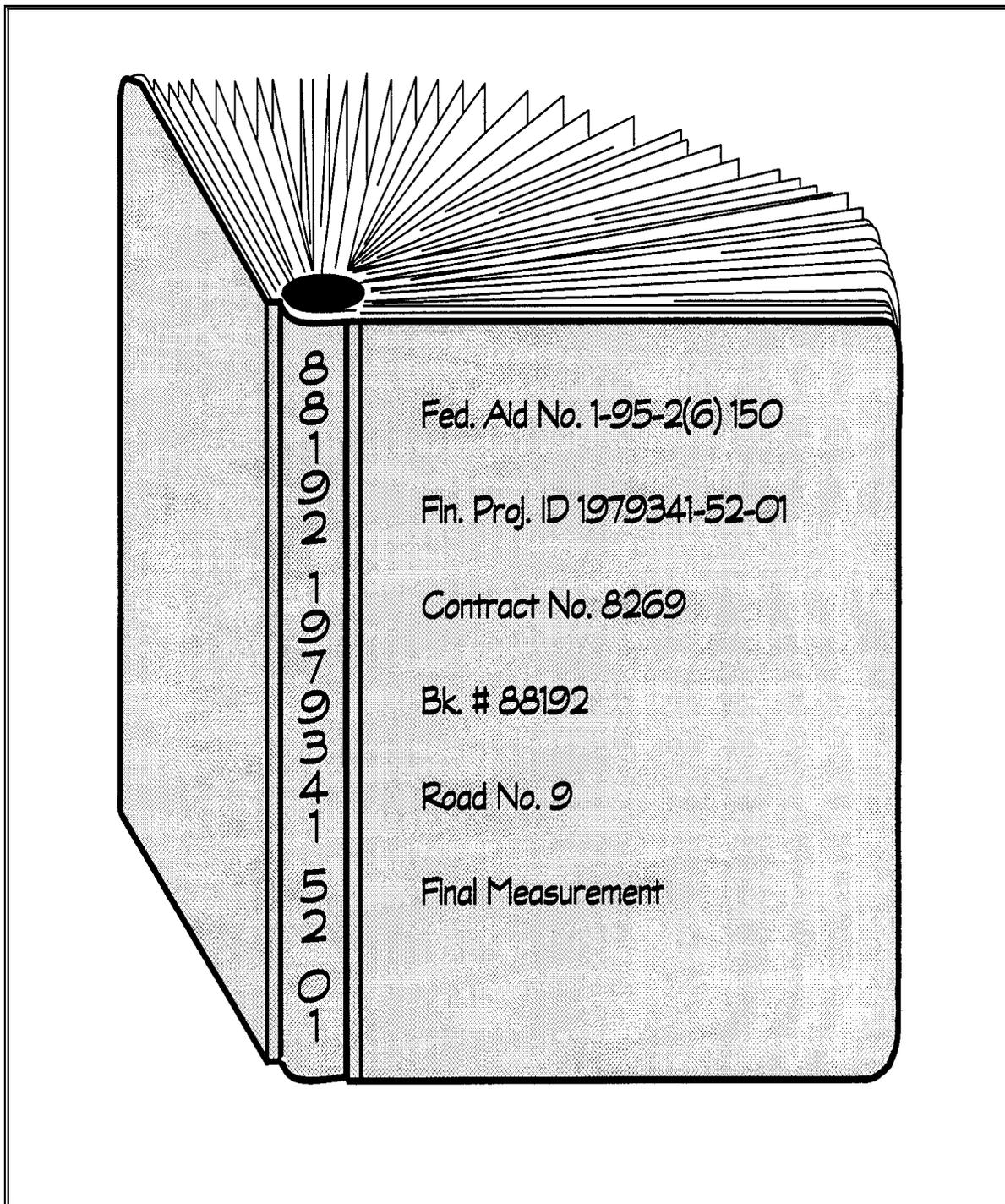


Figure 6-3 PREPRINTED PILE FIELD BOOK - DATA

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	

NOTES : _____

SIGNATURE OF INSPECTOR : _____

Figure 6-6 TRUCK MEASURED SKETCH

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

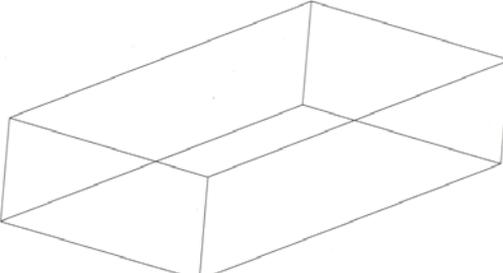
A. Certified Capacity provided by Contractor Subarticle (9-1.5)
 B. The example below is for verification purposes of the truck body capacity **only**.
 C. Sideboards Added
 D. Compare B to A

CASE I

A. Certified Capacity _____

Verification practice by field staff

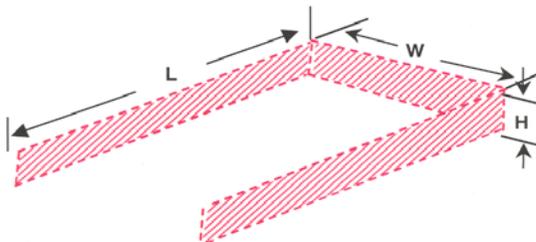
B. Truck Body Measure (L x W x H) x .98 = _____



D. Acceptable

YES NO

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



A + C **==** **NEW TRUCK CAPACITY** _____

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 6-8
Daily Log Sheet for Grassing Items

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

FINANCIAL PROJECT ID: 199999-1-52-01

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

DATE	ITEM: QUICK GROW		ITEM: PERMANENT		ITEM: FERTILIZER		ITEM: MULCH		ITEM: WATER		INSPECTOR'S SIGNATURE (for initials)	INSPECTOR'S REMARKS AND/OR SHOW WEIGHT OF TEN HAY BALES AND CALCULATE AVERAGE FOR WEIGHT PER BALE
	No. BAGS	WT. PER BAG	No. BAGS	WT. PER BAG	No. BAGS	WT. PER BAG	GROSS WT or No of BALES	Quantity	END METER READING	Quantity		
8/6/01	2	50 lbs	3	50 lbs	10	50 lbs	52 BALES	79.325	79.325			① 40.3 ② 42.1 ③ 40.3 ④ 42.1 ⑤ 43.0 ⑥ 40.3
8/7/01							41.15 lbs/Bale	71.010			<i>W. G. Dunt</i>	
8/7/01							NET WT or TOTAL LBS/KGS (BALES) 2,139.8 lbs = 1.07 tn	8.345 Gals				
8/7/01							GROSS WT or No of BALES	END METER READING				
8/7/01							TARE WT or WT PER BALE	BEG METER READING				
8/7/01							NET WT or TOTAL LBS/KGS (BALES)	TOTAL GALS				
8/7/01	1	50 lbs	4	50 lbs	25	50 lbs	GROSS WT or No of BALES 4.58 TN	END METER READING 87.531			<i>W. G. Dunt</i>	
8/7/01							TARE WT or WT PER BALE 3.53 TN	BEG METER READING 79.325				
8/7/01							NET WT or TOTAL LBS/KGS (BALES) 1.05 TN	TOTAL GALS				
8/7/01							GROSS WT or No of BALES	END METER READING				
8/7/01							TARE WT or WT PER BALE	BEG METER READING				
8/7/01							NET WT or TOTAL LBS/KGS (BALES)	TOTAL GALS				
8/7/01							GROSS WT or No of BALES	END METER READING				
8/7/01							TARE WT or WT PER BALE	BEG METER READING				
8/7/01							NET WT or TOTAL LBS/KGS (BALES)	TOTAL GALS				
8/7/01							GROSS WT or No of BALES	END METER READING				
8/7/01							TARE WT or WT PER BALE	BEG METER READING				
8/7/01							NET WT or TOTAL LBS/KGS (BALES)	TOTAL GALS				
8/7/01	150 lbs		350 lbs		1750 lbs/0.895TN		2.119 TNS	16.521 Grl				
										+ 1,000 = 16.5 MG		

Sheet 1 of 1

RECYCLED PAPER

ATTENTION: ONLY ORIGINAL FORMS/DOCUMENTATION ACCEPTED

Figure 6-9 DAILY LOG SHEET MISCELLANEOUS TABULATION FORM

FIN. PROJ. ID:	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DAILY LOG SHEET MISCELLANEOUS TABULATION FORM SITE SOURCE RECORD												PAGE NO.	REMARKS
	Date	Gross Tare Net	Date	Gross Tare Net	Date	Gross Tare Net	Date	Gross Tare Net	Date	Gross Tare Net	Date	Gross Tare Net	TOTAL TOTAL ACCUM TOTAL	
ITEM NO														
ITEM NO														
ITEM NO														
ITEM NO														
ITEM NO														
ITEM NO														
ITEM NO														
INSPECTOR'S SIGNATURE														

Sheet _____ of _____

RECYCLED PAPER

Figure 6-10 DAILY LOG SHEET for MISCELLANEOUS ITEMS

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
FIN. PROJ. ID: 199999-1-52-01	ITEM	Date	TOTAL
ITEM NO _____	Date 6-07-98	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____ TOTAL _____ ACCUM TOTAL _____
ITEM NO 530-3-3	Date 5-02-98	Gross 64,003 lbs Tare 22,195 lbs Net 38,202 lbs	Gross 75,172 lbs Tare 37,59 Toms Net _____ TOTAL 75,172 lbs ACCUM TOTAL 37,59 Toms
ITEM NO _____	Date 4-16-98	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____ TOTAL _____ ACCUM TOTAL _____
ITEM NO _____	Date 5-02-98	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____ TOTAL _____ ACCUM TOTAL _____
ITEM NO _____	Date 4-16-98	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____ TOTAL _____ ACCUM TOTAL _____
ITEM NO 530-1	Date 4-16-98	S ₁₁ RT Bag Ct 200 Bag Wt 1 C. F. Net 200ct = 741.0g	S ₁₁ RT Bag Ct 225 Bag Wt 1 C. F. Net 225ct = 833.0g TOTAL 1574.0Y ACCUM TOTAL 1480.0Y
ITEM NO 400-149	Date 5-02-98	Capacity 10 containers Load Ct 5.0gals/cont. Net 200ct = 741.0g	Capacity 25 1/2 cont. Load Ct 5.0gals/cont. Net 427.5 gals TOTAL 177.5 gals ACCUM TOTAL 1480.0Y
INSPECTOR'S SIGNATURE	Date 6-07-98	Saving Theory	Saving Theory

Sheet ____ Of ____

RECYCLED PAPER

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. _____

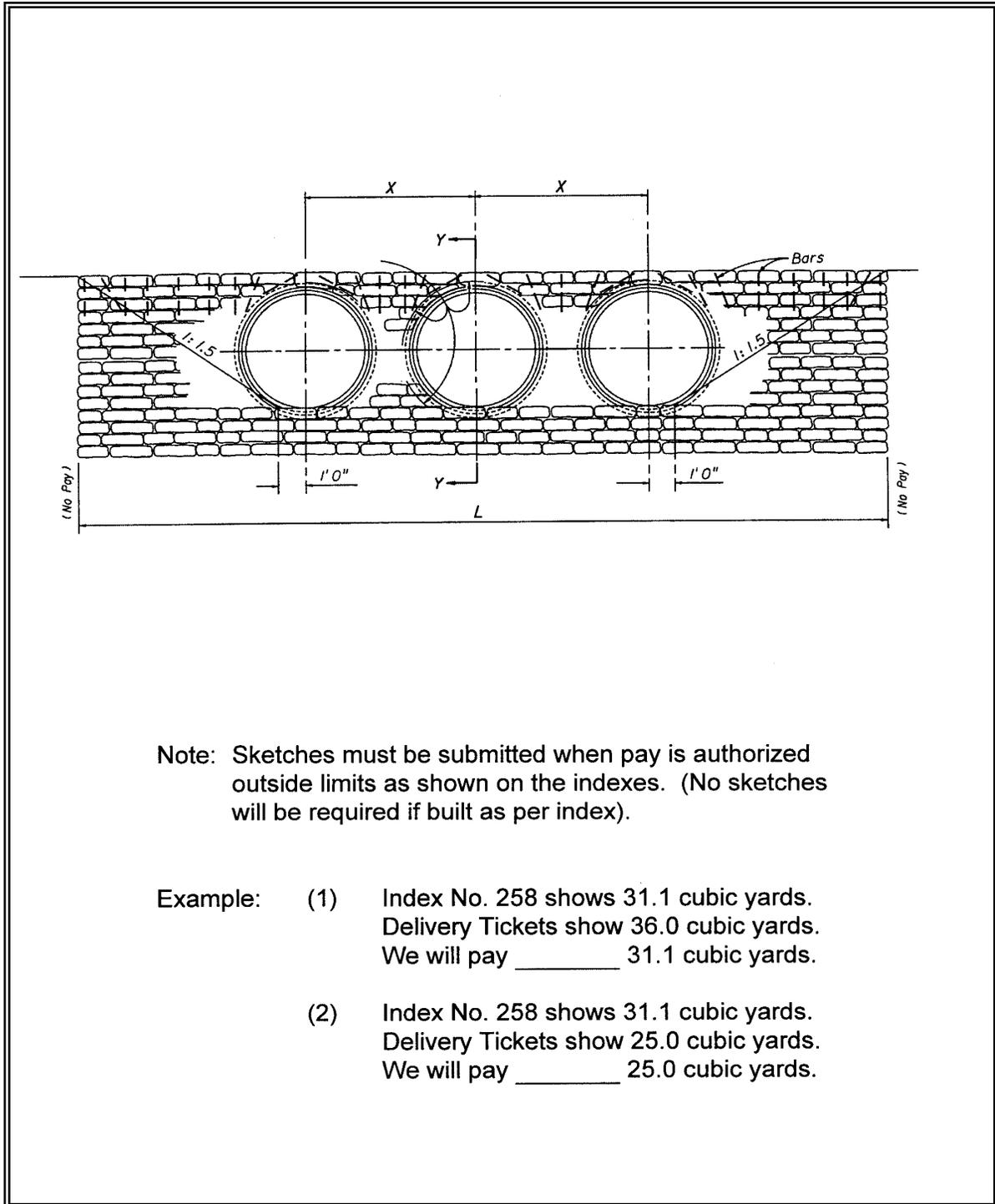
Truck No.	DOT Class	DOT Mix NO.	Cubic Yards This Load
Time Loaded	Arrived	Discharged	Cubic Yards Total Today
Allowable Jobsite Water Addition gals./cu. yd.		Mixing Revolutions:	At Plant: At Jobsite:
FILL OUT ON FIRST DELIVERY AND ON EACH CHANGE OF AGGREGATE WEIGHTS			
Cement _____ Brand Amount		Air MBVR _____	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 _____

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

CONTRACTOR: _____

CERTIFICATION NO.: _____

FINANCIAL PROJECT ID: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CONTRACTORS MONTHLY CERTIFICATION OF QUANTITIES

MAINTENANCE OF TRAFFIC SHEET

(Painting Traffic Stripes)

Page No. _____

FORM 700-050-010
CONSTRUCTION
12/03

STATE ROAD NO.: _____

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

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) _____

Thermoplastic Certification of Quantities