

CONSTRUCTION INSPECTION DIVISION

CONSTRUCTION MEMORANDUM 7210.100.14 DATE: (Revised) February 18, 2004

TO: ALL CID PERSONNEL

FROM: Richard F. Weddle, *RFW*
Chief Construction Inspection Division

SUBJECT: Inspector's Daily Report (IDR) FORM NO. OOC 75

SOURCE: CID

CONTACT PERSON: Richard Weddle PHONE NUMBERS: 410-545-0380

PURPOSE:

OOC/CID has revised the attached Form OOC75 as follows:

- Provided check boxes for soil and grade conditions: This will avoid the need to circle the applicable condition. The check box will clarify that you must indicate whether one or both apply.
- Provided a section for Delays. Previously, a section for Delays was only included on the Daily Log. Since the IDR is considered the official document of record, delay information can now be recorded on the IDR in a consistent manner.
- Changed *Item Number and Description* orientation from vertical to horizontal. This will allow more space and be easier to read.
- Changed *Kind of Labor & Equipment* to *Classification of Labor & Equipment Used / *Idle*. *Classification* is the correct terminology and is used throughout the Labor Compliance Manual, Invitation For Bids and is also used for the Force Account Record. (Form OOC-79). *Equipment Used / * Idle* combines the equipment, Used and Idle, in one location and gives codes for idle time.
- Changed *Materials* orientation from vertical to horizontal which allows more space. Also added area to note approval status of materials.
- Changed *Hours per Staffing Activity* to *Hours per Category*.

The Guide for Completing the IDR is as follows: (See Attached Form OOC75)

1. IDR Number - Project Engineer or Office Engineer usually enters IDR Number. The numbers should begin with 0001 and continue consecutively until the contract is completed.
2. Contract Number - Enter the complete SHA contract number identified in the Invitation for Bids. (IFB)
3. Day - Enter day of the week - Monday, Tuesday, Wednesday, etc.
4. Date - Enter month 1 through 12, day 1 through 31, and current year.
Example: 1/15/04
5. Sky - Enter condition of sky - usually one of the following: clear, partly cloudy, or cloudy
6. Wind - Enter the intensity, which is more important than direction. Usually the following guide would be appropriate - light (0-9mph), moderate (10-19 mph) and gusty (20mph+).
7. Precipitation - Enter one of the following: fog, rain, sleet, snow, showers and if none, enter "none"
8. Temperature - Enter the temperature extremes for the day. This is particularly important since temperature controls phases of work.
9. & 10. Soil or Grade Condition and Tide or Stream Stage - Indicate which term applies by checking the appropriate box or boxes and then fill in the proper description such as; dry, damp, wet, muddy (for soil or grade condition), normal, low or high (for tide or stream stage).
11. Delays: Check appropriate box and provide details.
12. Item Number and Description - Enter item number and description found in the IFB for the items of work done by each crew.
13. Location and quantity of work completed (1,2,3) - Enter the item Number, description, quantity and unit of payment along with a detailed description of the location of the work. Enter after quantity: either estimated or final, and if no quantity that day; state NO QUANTITY.

14. Classification of Labor- Note: Contracts with wage rate requirements – list workers by classification and the class titles on the IDR.
Example: unskilled labor, asphalt raker, backhoe operator, truck driver, etc.

TRAINEES: IT IS THE INSPECTOR'S RESPONSIBILITY TO KNOW WHEN A TRAINEE IS WORKING ON HIS OPERATION-THE INSPECTOR WILL KEEP ACCURATE RECORDS SO THAT THE PROJECT ENGINEER CAN MONITOR THE TRAINING PROGRAM- LIST THE NAME AND TITLE OF THE TRAINEE

15. Equipment Used-List Classification of Equipment Used.
16. Equipment Idle-When Equipment is Idle provide Idle Code at the right. Example: D-9 Dozer (A)
17. Materials: note whether received or used – Enter quantity and disposition of any materials received or used in columns 1,2,3 as applicable to respective items. If SHA stamped, enter stamp number. If sampled, indicate and complete appropriate form used and forward with sample to test agent.
18. Hours per Category-Enter hours worked by the category of the work done.
19. Visitors and SHA staff – Enter the names and titles of all visitors on the site. Also, list any other inspectors that may have assisted you. (They must also complete an IDR and indicate that they assisted you this date.) Refer to Construction Directive 07220.100.16 for details concerning “assisting”.
20. Additional Details – Use the reverse side of the IDR for any extended remarks, explanations and sketches. Write the word “over” in large letters in the box at the lower left-hand corner whenever the reverse side is used.
21. Inspector's Signature, Times, and Job Mileage – Enter your full signature (no initials). Enter time in/out using hour and minutes as appropriate. Record the hours worked to the nearest 0.1 hour. record job mileage, and when requested, odometer readings to justify job mileage. Your signature verifies that you certify that the hours were actually worked by you and you drove the documented mileage on the job site. These exact hours and mileage must be shown on the time sheet and expense statement.

GENERAL NOTES

- **The IDR** is the most important original document on the Construction Site.
- **The IDR** is a chronological history of the daily events that take place during Construction.
- **The IDR's** are potential documents of record in claim situations. **THE IDR SHOULD BE A CLEAR, CONCISE, COMPHENSIVE, CORRECT & COMPLETE REPORT.**
- The original IDR must be completed by the next day and becomes part of the permanent record. The inspector should always retain a copy.

Thank you for your cooperation in the completion of this vital original document.

Attachment

cc: Sketchbook Reviewers

