

SUBJECT: Daily Logs

FORM NO: OOC76

**GENERAL:**

All Engineers Office's now have computers and the Daily Log will be computer generated using the procedures outlined in this Directive. All Daily Logs completed using Form 00C-76 on Contracts without a computer will be neat and legible and will be printed or typewritten.

**PURPOSE:**

To establish correct procedure for completing Daily Logs.

**PROCEDURE:**

- A. Inspection Staff- Note each Inspector's work assignments or inspection responsibility, and enter hours worked. Item numbers should be used.
- B. Check type of delay, such as Right-of-Way (R/W), Public Utility, etc. First Log to be in detail and succeeding Logs can refer back to it (e.g. R/W, 12-3-01). Date delay cleared to be noted.
- C. Logs to be completed in sequential order by item number.
- D. Logs are for denoting current events, and also for future reference. Names, dates and places to be detailed. It is not to be taken for granted that a reader several years later will recognize brief references and/or unconventional abbreviations.
- E. Accurate Records and Logs of idle equipment are to be maintained including when Project is on temporary or partial shutdown.
- F. Refer to Construction Directive "Partial Shutdown Construction Log".
- G. When Project is completely closed down for Winter, Logs will cease with Final Log stating this action. When work resumes, the first Log is to so state. However, Inspector's Daily Reports (IDR's) are to be continued as long as Personnel are assigned to Project.
- H. On new Projects, Logs are to commence on date Contract Time commences or preliminary activity begins, (e.g., Engineer's Office, mobilization, etc), whichever is first.
- I. Projects involving sub-surface explorations are to keep accurate records on sub-surface conditions and materials for full depth of each test boring shown on Contract Drawings to verify their accuracy. This Record to be noted on Logs.
- J. Logs will cease after date of Final Acceptance for Maintenance by District Engineer.

Logs will be distributed on a weekly basis as follows:

CONSTRUCTION DIRECTIVE 07220.100.07

**PROCEDURES:** (continued)

1. Original - Field Office
2. Duplicate - District Office
3. Triplicate - Contractor
4. Quadruplicate - Inspector (in lieu of IDR on projects with only one Inspector)

Initials are not acceptable for Original Documentation; full signatures are required.

**APPROVED:**

  
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Director, Office of Construction

  
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Chief, Construction Inspection Division