

Contract Documentation

Job Diaries

Photographic Documentation

6 –Part Folders

- **To Be Used on ALL Contracts**

Where:

- Federal funds used
 - NRCS provides engineering services
- **To Be Used on ALL Class VI – VIII engineering practices**



- **Purpose**

- Provide a chronological record of all activities leading to award through the performance of work
- Support NRCS's position in the event of a claim
- Provide a historical record of construction activities



- **Provides**

- Location to record bid schedule information
- Location of data for material certifications
- Location to track equipment on the job site and operation of the equipment
- Location to record pertinent information for each day of the contract



- **Instructions**

- Located on inside of SCS - 310 “Job Diary”
- Diary accessible at all times to record events
- Use ball point pen
- Write legibly
- Line out errors, do not erase
- Prepare separate reports for each shift

JOB DIARY

Book No. _____

_____ (Site number or Project)

_____ (Subwatershed)

_____ (Watershed)

Contract No. _____

Date of contract _____

Contractor _____

Date work started _____

Date work completed _____

Landowner(s) _____

- **Instructions (continued)**
 - Prepare report for non-work days
 - Fill in all applicable information on the left hand page of each report
 - Narrative entries
 - Each entry signed by person making entry
 - Separate entries with a line
 - Use ruled pages in back for continuation of narrative and cross reference, date and sign each page

- **Instructions (continued)**
 - Estimate and record quantities daily
 - Make entries complete
 - Record any visitors to job site
 - Provide greater details if possibility of dispute
 - Only one official job diary usually maintained by inspector
 - COR should enter pertinent info in official job diary

- **Contents**

- Start diary at site showing
 - Record names and firms represented
 - Record questions asked and answers given
 - Describe weather conditions
- Record all pertinent information for each report
 - Weather conditions
 - Contractor's work force



- **Contents**

- Narrative Entries

- Instruction received from supervisor
 - Instructions given to contractor
 - Describe weather conditions
 - Note stakes placed and measurements made
 - Reference tests taken and results of tests
 - Any changes of supervisory personnel



- **Contents**

- Narrative Entries (Continued)

- Reasons for lost time (delays)
 - Any development which will require a modification
 - Agreements or disagreements with contractor
 - Detailed record of problems (i.e.. differing site conditions)
 - Record contractor efficiency or inefficiency (facts not generalizations)

- **Contents**

- Narrative Entries (Continued)

- If claim develops, keep more detailed record
 - Detail record of all rejected materials or work
 - Record any corrective actions taken
 - Identify all visitors by name and state reason for visit

- **Contents**

- Equipment Records

- Identify each piece of equipment by type, number and size
 - If no number on equipment attach temp. identifier tag or use serial number
 - Record principal activity of equipment in narrative

- **Contents**

- **Equipment Records (Continued)**

- Use Equipment Operating Record in job diary to record equipment activity each day
- Use follow code letters

A - - - Arrive on job

D - - - Breakdown

I - - - Idle

L - - - Left job

W - - - Weather



Job Diary Retention Policy

- Contract files are maintained electronically
- Job diaries are not easily converted
- Since the job diaries cannot be physically located with the contract files we need a policy for locating the job diaries

Job Diary Retention (cont.)

- The person responsible for retention sends the “CO” the name, address and physical location of the documents maintained physically.
- The “CO” records this information in the electronic contract file and notifies the custodian of the retention period for those files.
- At the end of the retention period, the custodian determines if the documents need to be retained for some other reason or can be destroyed.

How to Obtain Job Diaries

USDA – NRCS

**National Earthteam Office and National Publication
Office and Forms Distribution Center**

5140 Park Ave, Suite C

Des Moines, IA 50321

1-888-526-3227

Fax number (515) 289-4561

Call 1-888-526-3227 and press “2” for forms.

Tell them:

- Name
- NRCS office
- Address where the boxes are to be sent
- Job diary form number (210-310)
- Number of boxes to send (there are 48 diaries per box)

Photographic Documentation



Items to Document

- The Undisturbed Site (structures)
- Ingress Road Conditions (fences, gates, creek crossings)
- Water Conditions
- Rock
- Poor Construction
- Good Construction
- Inefficient Operation
- Unacceptable Work
- Dewatering
- Damage to Work
- Differing Site Conditions
- Violation of Safety or Sanitary Requirements
- Equipment Condition

Undisturbed Site Conditions





Ingress/Egress Road







Existing Structures

Size PZC 18

CHAPARRAL STEEL
1801 Industrial Way, Phoenix, AZ 85024-9400 (AZ)

HEAT #1	30223100(4)	HEAT #2	
HEAT #3		HEAT #4	
LENGTH	40 FT.		
	12.192 M		
TAG NO.			
604150512			

PZC 18	
GRADE	A572-50
COUNT	4
WEIGHT	8,064
SHORT	VB
DATE	12/09/2004
SURGE BED	N



604150512

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604150512

Materials Delivered to Site





Rock



Rock Excavation



Damage to Work



Safety Concerns



- Wet Conditions
- Damage to Work
- Poor Construction
- Etc.....

Good Construction for Training



Photo Log

- Time
- Date
- Job Site
- Location
- Caption
- Photographer



Picture Tasks View as a slide show

2004_11_16_LCB32B_16.JPG - Windows Picture and Fax Viewer

2004_11_16_LCB32B_16.JPG Properties

General Security Summary

Title: LCB 32B

Subject: Foundation Drain Installation

Author: J Freeland

Category:

Keywords: Foundation Drain

Comments: Approximate station 5+50 - Showing installation of coarse

Advanced >>

OK Cancel Apply



Navigation icons for the image viewer, including back, forward, and zoom controls.

584 KB	JPEG Image	2/28/2005 1:04 PM	2/28/2005 12:04 PM	1280 x 960
565 KB	JPEG Image	2/28/2005 1:04 PM	2/28/2005 12:04 PM	960 x 1280
566 KB	JPEG Image	11/16/2004 1:29 PM	11/16/2004 12:29 PM	960 x 1280

2004_11_16_LCB32B_16.JPG

Photographic Techniques

- Know how your camera works – practice
- Tell a story
- Think about lighting – morning and evening make best photos – midday make the worst
- Use something for scale (pen, hardhat, rod, person)



What's the Story?

What's the Scale?



**It's easy to
communicate this story!**





Lighting is Important!





Location

← Me



Where was this from?

What do we do With the Photos?

- Contract Documentation
- Training
- Claim Support
- Publication (telling OUR story)
- Keep Them – How? (CD, hard drives, online....)

Weekly Report 12
Upper North River 10
Date: 9/5/2015



Photo 7 Steel braced and bulkhead ready for pour 1



Photo 8 Excavator and bucket utilized to convey concrete

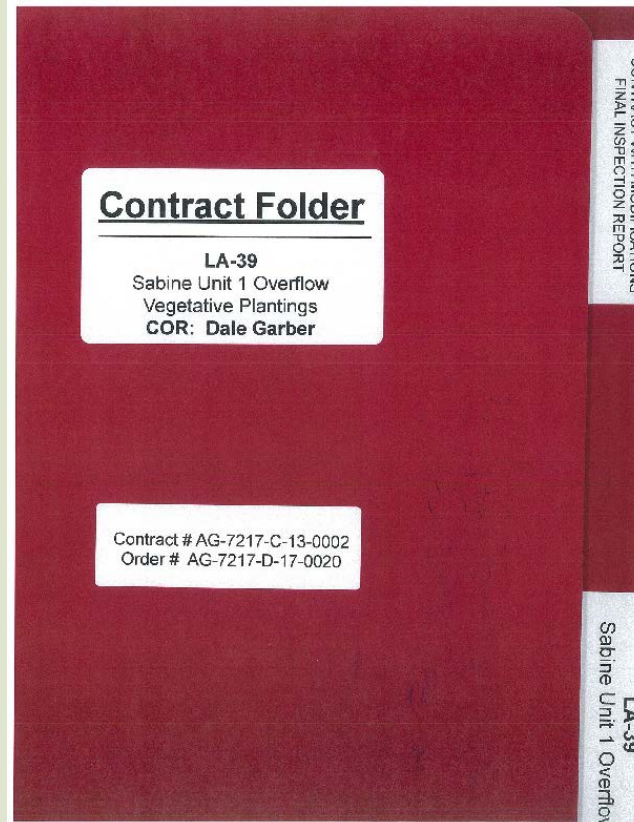


Photo 9 Concrete placement - pour 2



Photo 10 Tremmie tubes set for concrete pour 4

6 – Part Folders



SECTION 1

- Purchase Request – AD-700 (IAS)
- Engineers Estimate
- QAP
- Easement Documents
- Attorney’s Opinion (If Required)
- Drug Free Certifications, EEO Certification, and Clean Water Certification, ETC.
- O&M Agreement and Plan
- Project Agreement and Amendments
- Permits

SECTION 2

- Correspondence
- E-mails
- Appointment Letters
- Site Showing
- Pre-Construction Meetings
- Progress Meetings

SECTION 3

- Synopsis (Fed Biz Ops)
- Solicitation
- Amendments
- Abstract of offers

SECTION 4

- Monthly Contract Status Reports
- Safety Plan
- Bid Bond, Payment and Performance Bonds
- Material Testing Reports
- Material Certifications
- Schedule of Operations
- Insurance Certifications

SECTION 5

- Invoices, Pay Estimates
- Certified Payroll Sheets
- Labor Interviews

SECTION 6

- Contract
- Plans and Specifications
- Modifications
- Pre-Final Inspection Checklist
- Final Inspection Forms
- Release of Claims

Questions?

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