



**Note:** This report is to be filled out for every day that the project is active, even if no work is done. An explanation of why no work was performed should be given if applicable.

## Weather

Use up to four weather descriptions from the following four groups as applicable. Fill out separately for both AM and PM.

<b>HOT</b>	80+ degrees	<b>SHWR</b>	Showers
<b>WARM</b>	50 - 80 degrees	<b>RAIN</b>	Rain
<b>COOL</b>	30 - 50 degrees	<b>HVRN</b>	Heavy Rain
<b>COLD</b>	30- degrees	<b>FZRN</b>	Freezing Rain
<b>CLR</b>	Clear	<b>HAIL</b>	Hail
<b>PCLD</b>	Partly Cloudy	<b>SNOW</b>	Snow
<b>OCST</b>	Overcast	<b>HWND</b>	High Winds
<b>FOG</b>	Fog	<b>DUST</b>	Blowing Dust

## Contractor's Work Activity

Describe the Contractor's work activity. Chief inspectors should list all of the Contractor's work activities. Inspectors' assigned specific activities should list only those activities. Describe the Contractor's work activity in general terms; e.g. Drainage work W-N ramp, False-work erection pier 2, subgrade preparation M-Line 2+00 to 7+00 It. An activity may involve several bid items. If more than one activity is listed per sheet, be sure to identify which labor and equipment corresponds to the respective activities. Use additional sheets if necessary.

## Contractor's Equipment (CM1-2. 8B, SS 1-05.9)

List all equipment, including identification or model numbers and a description such as size, horsepower, capacity, etc. Show how many (No.) of each type and the hours worked using the following status terms:

Operating (Opr)	Equipment is working full time on the activity.
Standby (Stdby)	Equipment is involved in an activity and being held to work on it by order of the engineer. If being held and not able to work on the activity, note reason on diary page.
Down	Equipment is broken and needs repair in order to be used for work.
Idle	Equipment is not being used, is not down, and is not involved in the work activity.

Contractor ownership may be shown using the letter identifications A - E from the list of contractors above the "Contractor's Work Activity" section. Note equipment move-in and move-out on diary page. Attach a separate sheet to the IDR if there is not enough space to list all of the equipment used.

## Contractor's Workforce

List the number of employees and total hours worked by classification for all employees of the Prime Contractor and each subcontractor and lower-tier sub separately. Identify the employing contractor or subcontractor using the letter identifications A - E from the list of contractors above the "Contractor's Work Activity" section.

Show the number of male and female employees in the space provided and identify the number of apprentices or trainees.

## Item, Description, and Location of Work

If a change order item number has not yet been assigned, write "New" for the item number.

Refer to Chapter 9 of the Construction Manual and to the Record of Materials for the number of samples required for each item or portion of an item. Note: Be sure to take enough samples. A failing sample may require two retests.

No material is to be installed without an approved source, see Form 350-071 EF, "Request for Approval of Materials." (CM 9-1.5B)

No material is to be installed without proper approved materials documentation or prior written PE approval (CM 1-2.8 C, 9-1.5B, SS 1-06). Approved materials documentation may include any of the following: Form 350-109 EF, "Certification of Materials Origin," Form 350-130 EF, Field Acceptance Report For Qualified Products," pipe certifications, manufacturer's certification, approved welding procedure, Field acceptance documented in IDR, (be sure to cross-reference to FNR) or approved test report(s).

## Traffic Control

Document that Work Zone Traffic Controls (WZTC) is being performed according to Standard Specification 1-10 (CM 1-2.3C).

## Diary Page

Record only facts. Use of available specialized inspector checklists may be referenced on the diary page and attached to the IDR. (CM 10-3.6B) If Field accepting material, be sure to cross-reference to FNR.

## Additional Information

Subcontractors and lower tier subs are not to begin work until they are approved. (CM 1-2.4G)

If a subcontractor or lower tier subs is a DBE contractor, even if not a condition of award, Form 272-051 EF, "M/D/WBE On-Site Review," must be completed prior to the subcontracted work being finished.

On Federal-Aid projects, Form 424-003 EF, "Employee Interview Report," must be completed in accordance with Chapter 1-2.6 of the Construction Manual.

Work is not to be performed on a Change Order item until the change is formally approved or verbally approved. (CM1-2,.4C(5))



IDR Sheet	of	Sheets			
Contract	SR Nos.	Day	Date		
Weather (See Instructions)					
AM			PM		
Prime Contractor A.			Representative / Title		
<b>Subcontractor or Lower Tier Sub</b>	<b>Appr'd</b>	<b>DBE</b>	<b>Representative / Title</b>		
B.					
C.					
D.					
E.					

**Work Activity Summary**

Description and Location

**Pay Note Made Today?**

No - Work not complete. Will complete Paynote on completion or at estimate cutoff.

No - LS Item. Work is not completed. Will complete paynote on completion or percentage at estimate cutoff.

**NOTE:** Any "No" below will be explained in Diary.

Required Backup Samples Taken			
Matls Documentation Approved	Matls Source Approved	Y/N	Y/N

**Item, Description, and Location of Work** (NOTE: Any "NO" is to be explained in Diary)

Item No.	Contract Item Description	Location	Y/N	Y/N	Y/N	Y/N

**Contractor's Equipment**

Operating Contractor's ID (A-E, see above)						
No.	Equipment - ID No. and Description	Opr	Stdbby	Down	Idle	

**Contractor's Workforce**

Operating Contractor's ID (A-E, see above)												
	Number / Total Hours								Number			
	Laborers	Carpenters	Operators	Teamsters	Ironworks	Masons	Flaggers	Electricians	Male	Female	Appr	Trnee
	/	/	/	/	/	/	/	/				
	/	/	/	/	/	/	/	/				
	/	/	/	/	/	/	/	/				
	/	/	/	/	/	/	/	/				
	/	/	/	/	/	/	/	/				

**Traffic Control**

Was Traffic Control Required Today?	Yes	No	Was WZTC according to approved TCP?	Yes	No
Photos/Videos taken Today?	Yes	No	Do all Flaggers and Spotters have current flagging card?	Yes	No

Inspector's On Site Hours

From

To

Inspector \_\_\_\_\_

Reviewed By \_\_\_\_\_