

Local Programs

Instructions for Project Diary

Note: This report is required for each day any contractor is on-site and must be submitted to the Project Engineer daily. An explanation of why no work was performed should be given if applicable. Refer to CM 10-3.2C for information related to content of the Inspector's Daily Report.

Weather

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

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

Work Activity Summary

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 LT. If an activity involves more than one bid item, identify which labor and equipment corresponds to each bid item. Use additional sheets if necessary. Project Inspectors should only report those activities specifically assigned to them. Project Managers or Chief/Lead Inspectors may use this report to document general project site activities.

Item, Description, and Location of Work

This section identifies the bid item and location of Work. If the Work is being performed as part of a change order, document the change order number and item. If a change order item number has not yet been assigned, write "New" for the item number. No change order Work may be performed until written or oral approval has been granted.

Refer to Chapter 9 of the Construction Manual and to the Record of Materials (ROM) for the number of samples required for each item or portion of an item. Note: be sure to take enough samples as a failing sample may require two retests. No material is to be installed without the required approval and acceptance documentation. If the Project Engineer has approved material installation prior to receipt of proper documentation the Inspector must record this in the Project Diary, including location of installation and quantity. Refer to CM 1-06, Control of Material, CM 9-1.5, Field Verification of Materials and SS 1-06, Control of Material for more information.

Contractor's Equipment

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 being held to work on an activity by order of the Project Engineer. If being held and not able to work on the activity, note reason on diary page.
Down	Equipment is broken and needs repair 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 "Work Activity Summary" section. Note equipment move-in and move-out on diary page. Attach a separate sheet to the Project Diary if there is not enough space to list all the equipment used.

Contractor's Workforce

List the number of employees and total hours worked by classification for all employees of each contractor separately. Identify the employing Contractor or subcontractor using the letter identifications A - E from the list of contractors above the "Work Activity Summary" section. Show the number of male and female employees in the space provided and identify the number of apprentices or trainees.

Traffic Control

Document Temporary Traffic Control if used and include plan references. See SS 2-04, Temporary Traffic Control and CM 2-04, Temporary Traffic Control for more information. Include collisions, Uniformed Police Officers, and any activities the contractor performs throughout the shift regarding Temporary Traffic Control.

Diary Page

Record only facts. Use of available specialized inspector checklists may be referenced on the diary page and attached to the Project Diary if applicable. If field accepting material, be sure to cross-reference the FNR. CM 10-3.2C offers useful information regarding content of the Diary Page of the Project Diary.

Additional Information

All subcontractors are prohibited from beginning Work until they are approved (CM 1-08.1). An on-site review must be conducted for each disadvantaged, minority, women, veteran or small business enterprise contractor and attached to the , even if they are not condition of award. CM 1-07.11 provides additional guidance regarding on-site reviews. All federal-aid projects require Form 424-003 - Employee Interview Report, to be completed in accordance with Chapter 1-07.11 of the Construction Manual.

Sheet _____ of _____ Sheets			
Contract _____	SR Nos. _____	Day _____	Date _____
Weather (See Instructions) _____ AM _____ PM _____			
Prime Contractor A. _____		Representative / Title _____	
Subcontractor or Lower Tier Sub	Appr'd	DBE	Representative / Title
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
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 _____