

CHAPTER 6
Landscaping and Irrigation Items

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**DOCUMENTATION REQUIREMENT
SECTION A
LANDSCAPING AND IRRIGATION ITEMS**

Contracts containing landscaping and irrigation items shall be documented in a LANDSCAPING book.

To setup the field books, the information on landscaping and irrigation items shall be found in the contract plans on the Main Structure list, or on a Landscaping Structure list, or on the Estimate of Quantities. An illustration of a Landscaping Structure list is shown on page 6-2 and an illustration of an Estimate of Quantities is shown in Chapter 2 (Setting up a Contract, Book Format, etc.).

A landscaping or irrigation area may be placed in a book by itself or with as many landscaping or irrigation areas as room permits. Each landscaping or irrigation area will have a description page and **each item will be listed on a separate page. Skip at least one line between entries. Make sure to leave enough pages between areas for added or missed items.**

Documentation is different for each unit of measure (UOM). All items shown on a structure list in the plans as incidental to the landscaping or irrigation area shall be documented in this book, except 201 and 202 removal items, as illustrated in Chapter 4 (Removal Items).

Documentation for practically any landscaping and irrigation items can be provided by setting up the item in the same manner as an item with the same UOM. Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format must be followed. If there are items that cannot be documented according to the illustrations, please call Headquarters Construction for assistance.

Any items requiring measurements, percentages, or final quantity calculations must be shown in the field book or on a CALCULATION sheet (Form No. 040-034) and filed in the CALCULATION book as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.). Make sure to cross reference the quantity in the field book to the CALCULATION sheet and the CALCULATION sheet to the field book(s) and page(s).

Landscaping or irrigation items **paid by the ton** shall be measured and documented in the same manner as illustrated in Chapter 8 (Roadway Aggregates).

It is important that all records be kept in a neat and legible manner. All **notes in the remarks column must be initialed** by the person or persons responsible for the entry. **All calculations must be checked and initialed by the checker.**

Each book shall be set up according to Chapter 2 (Setting up a Contract, Book Format, etc.) and recapped as illustrated in Chapter 24 ("Finaling Out" a Contract).

**DOCUMENTATION REQUIREMENT
SECTION C
LANDSCAPING AND IRRIGATION ITEMS
(INDEX AND INITIAL KEY)**

Below are illustrations of an index and an initial key. When setting up a field book at the beginning of a contract make sure each item in the book is listed on the index. During the contract if anything is added to the book make sure it is placed on the index. At job closeout make sure the index has the ending page for each item listed on more than one page. Make sure to list the book recap page(s) on the index. If room permits skip a line between entries on the index. Check the initial key each progress payment to assure that everyone who has made entries in the book has initialed and signed the initial key. If the signature is not legible, have the person print his/her name under the signature. Make sure the initials used throughout the book match the way the initials show on the initial key. If the initials change, add the new initials to the initial key next to the original initials.

Use when only one area is placed in a book. 

Page	Index Description	Initial key		
		Initials	Signature	Title
4	Landscaping "Lne" 354+10 To "Lne" 362+00 I-15 Northbound(RT)	SB	Sheri Brown	Tech III
6	Granular Backfill	JD	Jack Dougherty	Tech III
8-10	Plant (Group A-5)	TC	Terri Carson	Tech I
12	Site Preparation	MD	Mary Davis	Tech I
16	Top soil	VT	Van Thomas	Tech II
18	Fertilizer (Commercial)	Ø	Shelli Oenes	Tech II
20-22	Fertilizer			
24-26	Granite Mulch			
30-32	1/2-inch Polyethylene Pipe (flexible)			
34	Painting (conc. wall graphics)			
75	Book recap			

Use when multiple areas are placed in a book. 

Page	Index Description	Initial key		
		Initials	Signature	Title
4-34	Landscaping - "Lne" 354+10 To "Lne" 362+00 I-15 Northbound (RT)	SB	Sheri Brown	Tech III
38-60	Landscaping - "BD" 53+43 To "BD" 59+98 LT	JD	Jack Dougherty	Tech III
		TC	Terri Carson	Tech I
		MD	Mary Davis	Tech I
		VT	Van Thomas	Tech II
		Ø	Shelli Oenes	Tech II
75	Book recap			

**DOCUMENTATION REQUIREMENT
SECTION D
LANDSCAPING AND IRRIGATION ITEMS
(DESCRIPTION PAGE)**

The following is an illustration for the Description Page:

The **Officeperson** shall complete a full description as shown in the plans on the structure list for each landscaping and irrigation area.

This page is required and is used to separate the areas if more than one area is placed in a field book.

DESCRIPTION PAGE

The image shows a photograph of a field book page. The page is divided into two main sections. The left section is ruled with horizontal lines and has two vertical red lines. Handwritten text in the top left corner reads: "LANDSCAPING 'LNe' 354+10 to 'LNe' 362+00 I-15 North - Bound (RT)". The right section is a large grid of blue lines, with a vertical red line near the left edge. The number "4" is handwritten in the top right corner of the grid area.

**DOCUMENTATION REQUIREMENT
SECTION E
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY EACH)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Each.

The illustration below is located on a structure list from the contract plans as shown on page 6-2 and is combined. If there are questions on whether an each item can be listed separately or combined, please call Headquarters Construction for assistance.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figure on the top right-hand side of the page, all column headings, and the page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items.**

Daily, the **Inspector** shall document the station to station, qty, date, initials, AEB#, and any remarks that are needed. **Skip at least one line between entries.**

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

Payment for Each items will be based on field count.

Station to Station	Qty	Date	Insp	AEB#	Per#	Remarks
Lne 354+10 TO *Lne* 359+50 RT	95	8-20-08	TC	5		Complete
Lne 359+50 TO *Lne* 362+00 RT	53	8-25-08	TC	5		Complete
Page total:						

Sig fig = 1 8

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

**DOCUMENTATION REQUIREMENT
SECTION F
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY LINEAR FOOT)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Linft.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figure on the top right-hand side of the page, all column headings, and the page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items.**

Officeperson's Hint: The length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the **Inspector** before assuming the calculations are incorrect.

Daily, the **Inspector** shall document the station to station, meas linft, date, initials, AEB#, and any remarks that are needed. **Skip at least one line between entries.**

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

Payment for Linft items will be based on field measure.

Station to Station	meas Linft	Date	Insp	AEB#	Pmt#	Remarks
Line 354+10 TO Line 360+10 RT	1910	7-24-08	JD	5		Complete
Line 360+10 to Line 362+00 RT	801	7-25-08	JD	5		Complete
Page total:						

Sig fig = 1 30

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

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**DOCUMENTATION REQUIREMENT
SECTION G
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY SQUARE FOOT OR CUBIC FOOT)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Sqft.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figure on the top right-hand side of the page, all column headings, and the page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items. All calculations must be checked and initialed.**

Daily, the **Inspector** shall document the station to station, sqft, date, initials, AEB#, calculations and any remarks that are needed. **Skip at least one line between entries.**

Note: The same format may be used when the UOM is Cuft. The column for sqft shall be changed to cuft. All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

Payment for Sqft or Cuft items will be based on field measure and calculations.

Station to Station				Sqft	Date	Insp	AEB#	Pmt#	Calcs/Remarks
Item No. 614 0000									
Item: Painting (conc. wall graphics)									
Plan Qty. This Installation: 7815.00 Sqft									
Signifig: .01 34									
LxW = Sqft ←									
L x W x D = cuft									
Officeperson's Hint: The length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the Inspector before assuming the calculations are incorrect.									
Complete									
Page total.									

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

**DOCUMENTATION REQUIREMENT
SECTION H
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY SQUARE YARD)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Sqyd.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figures on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items. All calculations must be checked and initialed.**

Officeperson's Hint: The length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the **Inspector** before assuming the calculations are incorrect.

Daily, the **Inspector** shall document the station to station, sqyd, date, initials, AEB#, calculations, and any remarks that are needed. **Skip at least one line between entries.**

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

Payment for Sqyd items shall be based on field measure and calculations.

Station to Station	sqyd	Date	Insp	AEB#	Pmt#	Calcs/Remarks
Item No. 212 1060 Item: Granite Mulch Plan Qty This Installation: 2854.0 sqyd						
Sig Fig = .1 24						
L x W = 9 = Sqyd						
Lne 354+90 To Lne 360+10 RT	866.7	8/29/08	TC	5		520 x 15 / 9 = 866.7 ✓
Lne 360+10 To Lne 362+00 RT	464.4	9/1/08	TC	5		190 x ^{AVG.} 22 / 9 = 464.4 ✓
Page total:						

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

**DOCUMENTATION REQUIREMENT
SECTION I
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY CUBIC YARD)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Cuyd.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figures on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items. All calculations must be checked and initialed.**

Officeperson's Hint: The length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the **Inspector** before assuming the calculations are incorrect.

Daily, the **Inspector** shall document the station to station, trk # (truck number), #loads (number of loads), cuyd, date, initials, AEB#, calculations, and any remarks that are needed. **Skip at least one line between entries.**

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

Payment for Cuyd items delivered by truck not weighed over a scale shall be based on field measure and calculations.

Station to Station	Trk #	#Loads	cuyd	Date	Insp	AEB#	Prnt#	Calcs / Remarks
Item No. 212 1004 Item: Top Soil Plan Qty This Installation: 220.00 cuyd				Sig fig = .01 16 L X W X D ÷ 27 = cuyd				
"Lne" 354+30 To "Lne" 358+00 RT	23	8	72.00	8-18-08	MD	5		Truck # 23 9x4.5x6 / 27 = 9.00
"Lne" 358+10 To "Lne" 359+40 RT	23	5	45.00	8-18-08	MD	5		
"Lne" 359+45 To "Lne" 361+90 RT	16	9	72.00	8-20-08	MD	5		Truck # 16 9x4x6 / 27 = 8.00
Complete								
Cubic yard items delivered by truck not weighed over a scale.								
Note: The calculations show the capacity for each truck. Multiply the number of loads by the truck capacity to get cuyds.								
Page total:								

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

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**DOCUMENTATION REQUIREMENT
SECTION J
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY ACRE)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Acre.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figures on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items. All calculations must be checked and initialed.**

Officeperson's Hint: The length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the **Inspector** before assuming the calculations are incorrect.

Daily, the **Inspector** shall document the station to station, acre, date, initials, AEB#, calculations and any remarks that are needed. **Skip at least one line between entries.**

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

Payment for Acre items shall be based on field measure and calculations.

Station To Station	Acre	Date Insp	AEB# Pmr#	Cals/Remarks
Item No: 212 1000 Item: Site Preparation Plan Qty This Installation: 2.500 Acre				Sig Fig = .001 12 LxW = 43560 = Acre Sq Ft PER Acre
Lne' 354+10 To Lne' 355+00 RT	.149	8-3-08 JD	5	100' X 65' / 43560 = .149 ✓
Lne' 355+20 To Lne' 361+00 RT	1.838	9-7-08 JD	5	670' X 119.5' / 43560 = 1.838 ✓ complete
Page total:				

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

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**DOCUMENTATION REQUIREMENT
SECTION K
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY GALLON)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Gallon.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figures on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items. All calculations must be checked and initialed and a picture has been taken of the label and placed on a CALCULATION sheet (Form No. 040-034).**

Daily, the **Inspector** shall document the station to station, #drums (number of drums), gal, date, initials, AEB#, calculations, and any remarks that are needed. **Skip at least one line between entries.** Take a picture of the label from the delivered container, attach to a CALCULATION sheet (Form No. 040-034), and place in the CALCULATION book. This will be the backup to confirm the quantity of the container. Make sure to cross reference the CALCULATION sheet to the field book(s) and page(s) and the field book(s) to the CALCULATION sheet.

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable. **Calculations will consist of counting drums used or measuring the container and calculating the quantity when a full drum is not used, or if measured by another device showing calculations on how the gallons were derived.**

Payment for Gallon items shall be based on field measure and calculations.

Item No: 2121040				Sig figs = 1		20	
Item: Fertilizer				The picture of the label from the container must be attached to a calc sheet & placed in the calc book.			
Plan Qty This Installation: 490 gallon							
Station to Station	#drums	gal	Date	Insp	AEB#	Pmt#	Calcs / Remarks
Line 354+110 To	2	110	8-25-08	TC	S		2X55=110 ✓ See calc sheet #25
Line 355+20 RT							
Line 355+20 To	2	110	8-26-08	TC	S		2X55=110 ✓ See calc sheet #25
Line 362+00 RT							
Page total:							

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

**DOCUMENTATION REQUIREMENT
SECTION L
LANDSCAPING AND IRRIGATION ITEMS
(WHEN PAID BY POUND)**

Landscaping and irrigation items shall be documented in a LANDSCAPING book.

The following is an illustration for an item with a UOM of Pound.

The illustration below is located on a structure list from the contract plans as shown on pages 6-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity this installation, the significant figures on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items. All calculations must be checked and initialed and a picture has been taken of the label and placed on a CALCULATION sheet (Form No. 040-034).**

Daily, the **Inspector** shall document the station to station, lbs, date, initials, AEB#, calculations, and any remarks that are needed. **Skip at least one line between entries.** Take a picture of the label from the delivered container, attach to a CALCULATION sheet (Form No. 040-034), and place in the CALCULATION book. This will be the backup to confirm the quantity of the container. Make sure to cross reference the CALCULATION sheet to the field book(s) and page(s) and the field book(s) to the CALCULATION sheet.

Note: All entries must be entered as called out in the plans and document left, right, or centerline, where applicable. **Calculations will consist of measuring the container and calculating the quantity.**

Payment for Pound items shall be based on plan quantity or field measure and calculations if different than plan.

Item No: 2121032				Sig fig = 1		18	
Item: Fertilizer (Commercial)				The picture of the label from the container must be attached to a calc sheet and placed in the calc book			
Plan qty this installation: 100 pound							
Station to Station	lbs	Date	Insp	AEB#	Pmt#	Calcs / Remarks	
Loc 354+10 To Loc 359+50	100	8-25-08	TC	5		4 bags at 25 lbs each see calc sheet #20 ✓	
RT							
Page total:							

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.