

CHAPTER 18
Miscellaneous Items

	PAGE
SECTION A	
Miscellaneous Items-Instructions.....	18-1
SECTION B	
Structure List.....	18-2
SECTION C	
Index and Initial Key.....	18-3
SECTION D	
Each Item-listed separately.....	18-4
Each Item-combined.....	18-5
Adjust Valves and Manhole-Information.....	18-6
Illustration of a Utility agreement.....	18-7
Each Item-Adjust cover Method A.....	18-8
Each Item-Adjust cover Method B.....	18-9
Each Item-Adjust cover Method C-Instructions.....	18-10
Illustrations.....	18-11
SECTION E	
Linear Foot Item.....	18-12
SECTION F	
Station Item.....	18-13
SECTION G	
Mile Item.....	18-14
SECTION H	
Square Foot Item.....	18-15
SECTION I	
Square Yard Item.....	18-16
SECTION J	
Acre Item.....	18-17
SECTION K	
Cubic Foot Item.....	18-18
SECTION L	
Cubic Yard Item.....	18-19
SECTION M	
Gallon Item.....	18-20
SECTION N	
Pound Item.....	18-21

Rev 11/09

**DOCUMENTATION REQUIREMENT
SECTION A
MISCELLANEOUS ITEMS**

Miscellaneous items shall be documented in a MISC book. Documentation is different for each unit of measure (UOM) type.

Documentation for only a few selected miscellaneous items is illustrated in this chapter. Documentation for practically any miscellaneous item can be provided by setting up the books in the same manner according to the UOM, except 201 and 202 removal items, as illustrated in Chapter 4, (Removal Items). 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 following examples, please call Headquarters Construction for assistance.

When an item has an UOM of Sqyd, there are some cases when the plan quantity can be used for the pay quantity. An example of this would be plantmixing miscellaneous in a "contained" area, such as a gore island. In this case, the area would not be expected to change from the planned dimensions. Using plan quantity will eliminate making the difficult calculations of a very irregular curved area. **This must be stated in the remarks as to why calculations were not done.**

Plantmixing Miscellaneous Paving is only paid once. The payment is made on the dense grade, not open-graded.

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).

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 setup as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.) and recapped as illustrated in Chapter 24 ("Finaling Out" a Contract).

**DOCUMENTATION REQUIREMENT
SECTION C
MISCELLANEOUS 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.

MISC book #1



Index		Initial Key		
Page	Description	Initials	Signature	Title
4-6	Type I Class B Agg	JS	Shelli Jones	Tech II
8	V-Type Ditches	JD	Jack Dougherty	Tech III
10-11	Seeding (Type A)	MD	Mary Davis	Tech I
13-21, 35	Planting Misc. Areas	LP	Lynne Phillips	Tech II
22-23	Portable Precast Conc. Barrier Rail	TC	Terrin Carson	Tech I
25-28	Elastomeric Conc. (deactivated)	LS	LAURIE JOSEPH	Tech I
30-32	Adjusting Covers (method A)			
40-45	Adjusting Covers (method B)			
52-60	Adjusting Covers (method C)			
62	Rubber Additive			
64-70	Class A Conc. Aprons			
75	Book Recap			

Skipping lines on the index allows items to be added. Elastomeric concrete (deactivated) was added by change order.

MISC book #2



Index		Initial Key		
Page	Description	Initials	Signature	Title
4	Perpetuate Survey Monuments	JS	Shelli Jones	Tech II
8-16	Epoxy Pavement Striping (Gouls white)	JD	Jack Dougherty	Tech III
18-30	NON reflective Pavement Markers	MD	Mary Davis	Tech I
32-40	Perm. Pavement Marking Film (Type 2) (varies)	LP	Lynne Phillips	Tech II
42-50	Paint-on-waterproofing	TC	Terrin Carson	Tech I
75	Book Recap			

**DOCUMENTATION REQUIREMENT
SECTION D
MISCELLANEOUS ITEMS
(WHEN PAID BY EACH)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration shown below is not located on a structure list and **must be listed separately**. If there are questions on whether an Each item can be listed separately or combined, please call Headquarters Construction for assistance. The item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, page total in the bottom left-hand corner of the page. If an item with a UOM of Each is located on a structure list, insert the plan column between station and qty. Make sure to put the AEB number, and station and plan for each location if indicated on a structure list. **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 and AEB# if not already entered, qty, date, initials, and any remarks that are needed. **Skip at least one line between entries.**

Note: Payment for reference monuments may be made after they are placed and the caps have been set. The NDOT Location Crew or the Contractor, who will file the information with the appropriate entity, shall stamp the monument caps. The stamped information is not required in the field book. 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.

Item No. 621 0006				Sig fig = 1		4
Item: Perpetual Survey Monuments						
Plan Qty: 8 Each						
Station	Qty	Date	Insp	AEB#	Pmt#	Remarks
"LNE" 110 +10 LT	1	10-15-08	LP	9		
"LNE" 114 +90 RT	1	10-15-08	LP	9		
"LNE" 118 +10 RT	1	10-15-08	LP	9		
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.

Miscellaneous items shall be documented in a MISC book.

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

The illustration shown below is not located on a structure list 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 item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, page total in the bottom left-hand corner of the page. If an item with a UOM of Each is located on a structure list, insert the plan column between station to station and qty. Make sure to put the AEB number, and station to station and plan for each location if indicated on a structure list. the AEB number and the station to station for each location if indicated on a structure list. **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 and AEB# if not already entered, qty, date, initials, 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.

Item No: 633 0000
Item: Non-Reflective Pavement markers
Plan Qty: 19033 Each

Sig Sig = 1 18

Station to Station	Qty	Date	Insp	AEB#	Plan#	Remarks
"Lve" 382+43 To "Lve" 395+02 LT	78	9-23-08	TC	9		NB Lane #1
"Lve" 395+02 To "Lve" 482+43 LT	93	9-23-08	TC	9		SB Lane #2

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.

Adjust Valves and Manhole Covers

The following steps are to assure the correct number of valves and manholes are being billed to the different entities for payment:

1. The **Resident Engineer** shall review the Agreement(s) with the different entities for the adjusting of valves and manholes for the Contract. If you do not have any Agreement(s), contact Headquarters Construction for assistance.

2. The **Officeperson** shall review the Agreement, contract structure list, and AEB list for the quantity and location for each valve and manhole cover.

3. The Officeperson shall notify the Resident Engineer if a discrepancy is found. The **Resident Engineer** shall notify Right-of-Way and the entity of the discrepancy.

4. If additional valves or manholes are found in the field, the **Resident Engineer** will notify the entity. The entity is **required** to notify the Resident Engineer in writing whether the entity agrees to pay or refuses to pay for the adjustment of the additional valves or manholes. The letter will be attached to 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).

5. If the entity refuses to pay for the adjustment, it will be at the discretion of the **Resident Engineer** to assess if the manhole needs to be adjusted. If adjustments are needed, then contact Headquarters Construction for assistance.

6. The **Officeperson** and the **Inspector** will enter the appropriate information as described on pages 18-8 thru 18-11. If the station in the field book does not match the station in the field, the **Inspector** will line through the original station and write the new station above, as illustrated on page 18-9. A reason for the change is **required** in the remarks column, as illustrated on page 18-9. Page 18-7 shows an illustration of an Agreement. If you have any questions concerning manholes or valves, please contact Headquarters Construction.

The Officeperson will make copies of all the pages in the field books that have adjust valves and manhole covers and send to Headquarters Construction as soon as these items are complete. Make sure the copies are dark so they are easy to read. Do not wait until the final job closeout.



STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 S. Stewart Street
Carson City, Nevada 89712

MAR 10 2006

KENNY C. GUINN
Governor

February 2, 2006

JEFFREY FONTAINE, P.E., Director

In Reply Refer to:

VERIZON
PATRICIA SOLANO
1520 CHURCH ST
GARDNERVILLE NV 89410

Project SPF-050-1(035)
E.A. 73245
Hwy. Agmt No. B055-06-030

60294

← Page 1

Dear Ms. Solano:

The Nevada Department of Transportation has scheduled Project SPF-050-1(035), E.A. 73245, which calls for construction of US-50 from 0.05 miles east of SR 760, Nevada Beach Road to Douglas County/Carson City line between the limits of Milepost DO 1.97 to 14.58 and US-50 from the Douglas County line to the junction with US-395/SR 529 between the limits of milepost CC 0.00 to 7.63. The work to be performed is a 4 inch Coldmill, 1 inch Type 3 Stress Relief Course, 2 inch Plantmix Bituminous Surface with Open Grade. All work is to be done within the existing right-of-way. This project will require adjustment or relocation of some of the facilities owned or maintained by you.

Enclosed is a set of preliminary roadway design plans for the project. Should you require specific cross-sections for any location, or any other design information, we will furnish them to you upon request and as the information becomes available.

The project certification date is March 19, 2006. It is our desire to have all possible utility adjustments completed at that time.

Please be advised that this project is being funded with State funds only, therefore, any facilities you have in place by virtue of franchise rights are not eligible for reimbursement and must be relocated at your expense. As with other projects, any facilities you have in place under Right-of-Way Occupancy Permits pursuant to N.R.S. 408.210 and 408.423, must be relocated at your expense. Only facilities located under a right compensable under eminent domain are eligible for reimbursement.

Approximately nine (9) manholes have been located, of which, none have a prior right and are there by encroachment. The manholes identified on the enclosed Exhibit "A", will be required to be lowered prior to our contractor commencing construction, and then raised to final grade after construction. If you wish to have these adjustments made by NDOT's contractor during construction, we will include this work in our contract and bill you after the contract has been completed. This bill will be for the actual number of non-compensable manholes to be adjusted at the actual bid cost plus Construction Engineering cost for the project. The estimated bid price is SEVEN HUNDRED FIFTY NO/100 DOLLARS (\$750.00) for each non-compensable manhole adjustment. If this construction must be performed at night the estimated bid price is EIGHT HUNDRED FIFTY AND NO/100 DOLLARS (\$850.00) for each non-compensable manhole adjustment. The number of manholes described above is an approximation only, the actual numbers may increase or decrease, however, you will only be responsible for the non-compensable covers actually adjusted during construction.

This is an illustration of an Agreement. Page one shows the approximate number of manholes or valves that are represented in the Agreement. Page three shows the stations, the offset and the entity that is responsible for payment.

(NSPO Rev. 11-03)

(C) 4667

(Please check the appropriate box)

Verizon agrees to have the work completed by the State's contractor. Please sign below indicating your approval and authorization, and return this letter to me before January 13, 2006.

Verizon elects to perform the required adjustment with our own forces. Verizon understands that all work must be coordinated with the State's contractor in order to avoid delays on the project. If delays are experienced, due to the relocation of our facility, any damages incurred by the contractor or the state will be our responsibility.

Should you have any questions or require further information, please contact Chelsea Ryan of this office at (775) 888-7395.

Sincerely,

Mary W. Luster,
Supervisory Right-of-Way Agent

MWL/CR/dc

Enclosures

c: Ken Mammen, Project Coordinator
Reid Kaiser, Construction
Martin Fink, Util. Insp. Dist II
Thor Dyson, District Engineer c: Res. Eng. Dist II

APPROVAL AND AUTHORIZATION FOR THE NEVADA DEPARTMENT OF TRANSPORTATION TO PERFORM THE ABOVE-DESCRIBED ADJUSTMENTS AS PROPOSED:

VERIZON

By:
PATRICIA SOLANO Date

REVIEWED AND RECOMMENDED BY:

Heidi A. Mireles, Chief Right-of-Way Agent Date 02/17/06

APPROVED FOR LEGALITY AND FORM:

Devin F. Valera, Deputy Attorney General Date 2/22/06

STATE OF NEVADA, acting by and through its DEPARTMENT OF TRANSPORTATION

Jeffrey Fontaine, Director Date 3/1/06

EXHIBIT A
UTILITY LOCATIONS

Project SPF-050-1(035)
E.A. 73245

STATION	UTILITY	OFFSET
"Z" 113 +40 +/-	TELEPHONE MH	30' LT
"Z" 119 +50 +/-	TELEPHONE MH	30' LT
"Z" 123 +58 +/-	TELEPHONE MH	30' LT
"Z" 127 +72 +/-	TELEPHONE MH	30' LT
"P" 10 +15 +/-	TELEPHONE MH	30' LT
"P" 14 +52 +/-	TELEPHONE MH	28' LT
"P" 42 +80 +/-	TELEPHONE MH	30' RT
"P" 75 +32 +/-	TELEPHONE MH	20' LT
"P" 83 +95 +/-	TELEPHONE MH	20' LT

↑
Page 3

Rev 11/09

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is located on the structure list from the contract plans as shown on page 18-2 and **must be listed separately**. If there are questions on whether an Each item can be listed separately or combined, please call Headquarters Construction for assistance.

Method A is used when removal of the existing pavement by cold milling is not required. Once all paving is completed, locate and adjust the cover to the final finished pavement level.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, Raised, page total in the bottom left-hand corner of the page, the AEB number and station, type, and owner for each manhole if indicated on a structure list. **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, AEB#, type, and owner, if not already entered, qty, date, initials, and any remarks that are needed. Per Policy and Procedures Directive Construction 03-98 it will be the **responsibility of the Inspector to identify the type and owner of all manhole covers to be adjusted on a given contract**. If the **Officeperson** has already entered the type and owner it will be the **Inspector's** responsibility to confirm the type and owner. **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. **If manholes are found in the field that are not listed on the plans or are added by change order, the type, owner, and a note in the remarks field, are required as illustrated on page 18-9.**

Payment for Each items will be based on field count.

Item No: 6090112 Item: Adjusting Covers (method A) Plan Qty: 6 EACH				Sig Qty = 1			30
Station	Qty	Date	Insp	AEB*	Prnt*	Type owner	Remarks
"BD" 56+34.81 10.00' RT	Raised 1	10-2-08	MD	2		sewer CCSD	
"BD" 56+39.10 5.00' RT	Raised 1	10-2-08	MD	2		sewer CCSD	
"BD" 56+62.75 8.00' RT	Raised			2		sewer CCSD	
"BD" 56+78.12 25.00' RT	Raised			5		Phone Sprint	
"BD" 56+92.90 15.00' RT	Raised 1	10-2-08	MD	5		Phone Sprint	
"BD" 57+17.54 12.00' RT	Raised			3		GAS SWG	
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.

Rev 11/09

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is located on the structure list from the contract plans as shown on page 18-2 and **must be listed separately**. If there are questions on whether an Each item can be listed separately or combined, please call Headquarters Construction for assistance.

Method B is used when removal of the existing pavement by cold milling is required. Before cold milling, lower the cover sufficiently to accommodate the required pavement removal depth. After the new pavement is placed and completed, locate and adjust the cover to the final pavement level.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, Lowered, Raised, page total in the bottom left-hand corner of the page, the AEB number and station, type, and owner for each manhole if indicated on a structure list. **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, AEB#, type, and owner, if not already entered, qty, date, initials, and any remarks that are needed. Per Policy and Procedures Directive Construction 03-98 it will be the **responsibility of the Inspector to identify the type and owner of all manhole covers to be adjusted on a given contract**. If the **Officeperson** has already entered the type and owner it will be the **Inspector's** responsibility to confirm the type and owner. **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. **If manholes are found in the field that are not listed on the plans or are added by change order, the type, owner, and a note in the remarks field, are required as illustrated below.**

Payment for Each items will be based on field count.

Item No. 6090116 Item: Adjusting Covers (method B) Plan Qty: 5 Each				Sig. fig = 1 .5 Lowered .5 Raised				40
Station	Qty	Date	Insp	AEB#	Pmt#	Type	Owner	Remarks
'BD' 57+19.00 22.00' LT	Lowered Raised							
'BD' 57+49.00 22.00' LT	Lowered .5 Raised .5	10-2-08 10-10-08	MD	2				Sewer CCSD
'BD' 57+71.99 25.00' LT	Lowered .5 Raised	10-2-08	MD	2				Sewer CCSD
'BD' 58+02.05 15.00' RT	Lowered .5 Raised .5	10-2-08 10-10-08	MD	2				Sewer CCSD
'BD' 58+37.93 58+37.43 5.00' RT	Lowered .5 Raised	10-2-08	MD	2				Sewer CCSD Man Hole was NOT in the location listed in plans
'BD' 55+30.15 5.00' LT	Lowered .5 Raised .5	10-2-08 10-3-08	MD	3				Gas Suck found in field NOT in Plans See Calc sheet #10
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.

Miscellaneous items shall be documented in a MISC book.

The illustrations on page 18-11 are for an item with a UOM of Each.

The illustrations on page 18-11 are located on the structure list from the contract plans as shown on page 18-2 and **must be listed separately**. If there are questions on whether an Each item can be listed separately or combined, please call Headquarters Construction for assistance.

Method C is used when the method of adjustment is outside the areas described in Methods A and B, when removal of cold milling and paving is not used. Method C shall be setup as either lowered and raised or just raised depending on what is called for in the field, as illustrated on page 18-11.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, Lowered, Raised or Raised, page total in the bottom left-hand corner of the page, the AEB number and station, type, and owner for each manhole if indicated on a structure list. **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, AEB#, type, and owner, if not already entered, qty, date, initials, and any remarks that are needed. Per Policy and Procedures Directive Construction 03-98 it will be the **responsibility of the Inspector to identify the type and owner of all manhole covers to be adjusted on a given contract**. If the **Officeperson** has already entered the type and owner it will be the **Inspector's** responsibility to confirm the type and owner. **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. **If manholes are found in the field that are not listed on the plans or are added by change order, type, owner, and a note in the remarks field, are required as illustrated on page 18-9.**

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.

Payment for Each items will be based on field count.

Rev 11/09

Item No: 609 0120
 Item: Adjusting Covers (method C)
 Plan Qty: 4 Each

Sig fig = 1 52
 .5 lowered
 .5 raised

Station	Qty	Date	Insp	Aes#	Pmt#	Type	Owner	Remarks
"Pe" 2+75 5.00' RT	Lowered .5 Raised .5	10-2-08 10-3-08	MD MD		2		Sewer	CCSD
"Pe" 4+00 10.00' RT	Lowered Raised				2		Sewer	CCSD
"Pe" 4+25 8.00' RT	Lowered .5 Raised .5	10-2-08	MD		2		Sewer	CCSD
"Pe" 5+25 15.00' RT	Lowered .5 Raised .5	10-2-08	MD		2		Sewer	CCSD

Page total:

Item No: 609 0120
 Item: Adjusting Covers (method C)
 Plan Qty: 4 EACH

Sig fig = 1 52

Station	Qty	Date	Insp	Aes#	Pmt#	Type	Owner	Remarks
"Pe" 2+75 5.00' RT	Raised 1	10-3-08	MD		2		Sewer	CCSD
"Pe" 4+00 10.00' RT	Raised		MD		2		Sewer	CCSD
"Pe" 4+25 8.00' RT	Raised 1	10-3-08			2		Sewer	CCSD
"Pe" 5+25 15.00' RT	Raised 1	10-3-08			2		Sewer	CCSD

Page total:

**DOCUMENTATION REQUIREMENT
SECTION E
MISCELLANEOUS ITEMS
(WHEN PAID BY LINEAR FOOT)**

Miscellaneous items shall be documented in a MISC 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 page 18-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, page total in the bottom left-hand corner of the page, the AEB number, and the station to station and plan for each location if indicated on a structure list. If an item with a UOM of Linft is not on a structure list, omit the plan column. **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 and AEB# if not already entered, meas linft, date, initials, 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	Plan	Meas Linft	Date	Insp	AEB#	Pmt#	Remarks
Item No. 5020616 Item: Portable Precast Concrete Barrier Rail Plan Qty: 667 Linft							
'BD' 37+55.12 TO	60	63	9-30-08	TC	2		Complete
'BD' 38+15.12 LT							
'BD' 37+55.14 TO	47	22	9-30-08	TC	2		Complete
'BD' 38+02.14 RT		22	10-4-08	TC	2		Complete
'Pe' 0+78 TO 'Pe' 4+10 LT	362				1		
'Pe' 0+00 TO 'Pe' 1+98 RT	198				1		
Page total.							

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.

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
MISCELLANEOUS ITEMS
(WHEN PAID BY STATION)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is located on a structure list from the contract plans as shown on page 18-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, page total in the bottom left-hand corner of the page, the AEB number, and the station to station and plan for each location if indicated on a structure list. If an item with a UOM of Sta is not on a structure list, omit the plan column. **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 and AEB# if not already entered, meas linft, meas sta (linft ÷ 100), date, initials, 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 Station items will be based on field measure.

Station to Station	Plan	meas Linft	meas Sta	Date	Insp	AEB#	Prnt#	Calcs/Remarks
Item No. 203 0556 Item: V-Type Ditches Plan Qty: 4.00 Station Sig Fig = .01 8 Linft = 100 = STA <small>Linft per Station</small>								
"B0' 40+93.30 TO		.24	24	10-18-08	JD	2		24/100 = .24 ✓
"B0' 41+17.30 RT								
"Pe' 12+00 TO "Pe' 14+00 LT	2.00							
"Pe' 14+50 TO		.76						
"Pe' 15+26 LT								
"Wx' 301+00 TO "Wx' 302+00 RT	1.00							
Page total:								

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.

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 G
MISCELLANEOUS ITEMS
(WHEN PAID BY MILE)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is not located on a structure list. The item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. If an item with a UOM of Mile is located on a structure list, insert the plan column between station to station and meas linft. Make sure to put the AEB number, and station to station and plan for each location if indicated on a structure list. **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 and AEB# if not already entered, meas linft, meas mile (linft÷5280), date, initials, 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 Mile items will be based on field measure.

Item No: 632-2026 APO 0001 PER 00 # 10		Sig fig = .001		8	
Item: Epoxy Pavement Striping (Solid white)		Linft ÷ 5280 = mile			
Plan Qty: 8.000 mile					
Station to Station	meas linft	meas mile	Date	Insp AEB* Pmt#	Calc / Remarks
Pe 4+36 To Pe 10+86 R	650	.123	10-2-08	JD 1	650/5280 = .123 <i>JD</i>
Pe 7+62 To Pe 22+12 R	1450	.275	10-3-08	JD 1	1450/5280 = .275 <i>JD</i>
Page total:					

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.

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
MISCELLANEOUS ITEMS
(WHEN PAID BY SQUARE FOOT)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is not located on a structure list. The item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. If an item with a UOM of Sqft is located on a structure list, insert the plan column between station and sqft. Make sure to put the AEB number, and station and plan for each location if indicated on a structure list. **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 and AEB# if not already entered, sqft, date, initials, calculations, and any remarks that are needed. **Skip at least one line between entries. Must calculate or show where the quantity was derived, as illustrated below.**

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

Payment for Sqft items will be based on field measure, Standard Specifications for Road and Bridge Construction (Silver book), or the MUTCD Manual.

Item No: 634 0620				Sig fig = .01		32
Item: Perm. Pavement Marking Film (Type 2) (Varies)				L x W = Sq.ft		
Plan Qty: 5795.00 Sq.ft.				2007 STANDARD PLANS pg. T-89-90		
				TURN ARROW = 15.50 ONLY = 21.00 ✓		
Station	Sqft	Date	Insp	AEB#	Plan#	Calc/Remarks
Pe 10+20 RT	15.50	10-20-08	TC	1		TURN ARROW
Pe 11+00 RT	21.00	10-20-08	TC	1		ONLY
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 J
MISCELLANEOUS ITEMS
(WHEN PAID BY ACRE)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is not located on a structure list. The item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. If an item with a UOM of Acre is located on a structure list, insert the plan column between station to station and acres. Make sure to put the AEB number, and station to station and plan for each location if indicated on a structure list. **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 and AEB# if not already entered, meas acre (sqft÷43560), date, initials, 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 will be based on field measure.

Station to Station				Acres	Date	Insp	AEB#	Plan#	Calcs/Remarks
Item No. 211 0524									
Item: Seeding (Type A)									
Plan Qty: 3.000 Acre									
Sig. fig. = .001 10									
LxW ÷ 43560 = Acre sqft per acre									
200x41 / 43560 = .188 ✓									
50x41 / 43560 = .047 ✓									
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 K
MISCELLANEOUS ITEMS
(WHEN PAID BY CUBIC FOOT)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is not located on a structure list. The item was added by change order. Make sure the change order number is placed on the top of the page.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. If an item with a UOM of Cuft is located on a structure list, insert the plan column between station and cuft. Make sure to put the AEB number, and station and plan for each location if indicated on a structure list. **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 and AEB# if not already entered, cuft, date, initials, 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 Cuft items will be based on field measure.

Item No. APO 0001 per CO. #9				Sig fig = .01		25
Item: Elastomeric Concrete (Deactivation)				L X W X D = cuft		
Plan Qty: 200.00 cuft						
Station	cuft	Date	Insp	AEB#	Amt#	Calcs / Remarks
"Lse" 402+70 LT	15.00	10-13-08	LP	9		15 X 2 X .5 = 15.00 <i>1/8</i>
"Lse" 425+30 LT	30.00	10-13-08	LP	9		20 X 3 X .5 = 30.00 <i>1/8</i>
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
MISCELLANEOUS ITEMS
(WHEN PAID BY CUBIC YARD)**

Miscellaneous items shall be documented in a MISC 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 page 18-2.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, page total in the bottom left-hand corner of the page, the AEB number, and the station and plan for each location if indicated on a structure list. If an item with a UOM of Cuyd is not on a structure list, omit the plan column. **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 and AEB# if not already entered, cuyd, date, initials, and any calculations and 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. **In no case shall the payment for any area exceed the neat amount without authorized changes and/or final measurement.**

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

Item No: 611 0508				Sig Fig = .01		64
Item: CLASS A Concrete Aprons				L X W X D ÷ 27 = Cuyd		
Plan: 21,500.00 cuyd						
Station	Plan	Cuyd	Date	Insp	AEB* Pmt*	Calcs/Remarks
"BD" 43+75.00 LT	1520.00	380.00	9-29-08	LP	2	25% complete ✓
		304.00	10-1-08	LP	2	45% complete ✓
"L5e" 278+90.00 RT	400.00					
Page total:				9		

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 M
MISCELLANEOUS ITEMS
(WHEN PAID BY GALLON)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is not located on a structure list. The item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. If an item with a UOM of Gal is located on a structure list, insert the plan column between station to station and #drums (number of drums). Make sure to put the AEB number, and station to station and plan for each location if indicated on a structure list. **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 of a label has been placed on a CALCULATION sheet (Form No. 040-034).**

Daily, the **Inspector** shall document the station to station and AEB# if not already entered, #drums (number of drums), gal, date, initials, 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. 6470508				Seq. No. = 1		42
Item: Paint on Waterproofing				The picture of the label from the container must be attached to a Calc sheet & placed in the Calc folder.		
Plan Qty: 500 gallons						
Station to Station	#Drums	gal	Date	Insp	AEB#	Calc/Remarks
Lse ¹ 120+16 To	2	110	10-02-08	TC	9	2x55 = 110 ✓ See Calc Sheet #28
Lse ¹ 139+04 LT						
Pe ¹ 10+20 To	2.5	138	10-5-08	TC	1	2.5 x 55 = 137.5 ✓ See Calc Sheet #28
Pe ¹ 12+10 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 N
MISCELLANEOUS ITEMS
(WHEN PAID BY POUND)**

Miscellaneous items shall be documented in a MISC book.

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

The illustration below is not located on a structure list. The item shall be found in the contract plans on the Estimate of Quantities.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, page total in the bottom left-hand corner of the page, the AEB number, and the station to station and plan for each location if indicated on a structure list. If an item with a UOM of Pound is not on a structure list, omit the plan column. **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 of a label has been placed on a CALCULATION sheet (Form No. 040-034).**

Daily, the **Inspector** shall document the station and AEB# if not already entered, lbs, date, initials, and any calculations and remarks that are needed. **Skip at least one line between entries.** If the item comes in a container or bag, 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.

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

Item No: 408 0512				Sig fig = 1		62
Item: Rubber additive				the picture of the label from the container must be attached to a Calc Sheet + placed in the calc folder.		
Plan Qty: 25 pound						
Station to Station	lbs	Date	Insp	AEB#	Pmt#	Calcs / Remarks
Pe 10+20 To Pe 60+10 LT	25	10-13-08	JD	1		see calc folder pg. 30
						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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