

# **LANDSCAPE AND IRRIGATION ITEMS**

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**Note:** When any changes are made to an item, reference the Change Order number in the DWR item posting remarks.

- Turn in ALL Landscape and Irrigation Item calculation sheets to the Office Engineer.

## DAILY WORK REPORT (DWR) – MOBILE INSPECTOR

1. Create a DWR in Mobile Inspector daily to document the activity being monitored. Refer to the [Mobile Inspector User Guide](#) for details on using this application.
  - Report Details – daily activities
  - Item Postings – item(s) and quantity(s)
  - Equipment – type, number and hours used
  - Personnel – title and hours
2. Record the following required information in the Report Details window (Figure 7-2):
  - Date
  - Weather
  - Low Temp and High Temp
  - Attachments: (N/A) Send ALL photos via email.
  - Remarks: Select the appropriate Remark Type. Verify with the Resident Engineer on what information is required.

Figure 7-2: DWR Report Detail Window

3. Record the following required information in the New Item Postings window:
  - Item: Select the appropriate Project/Catg., if item is in more than one Project/Catg. – Refer to the AEB report.
  - Contractor: ALWAYS the Prime Contractor (Subs are not allowed).
  - Qty: Based on plan, measurements and calculations
  - Location: Line Designation
  - Station From/To: Refer to Contract plans.
  - Offset Type: Enter the LT, RT, or CL.
  - Offset Dist. Enter if known.

- Comments– Must show calculations when appropriate, refer to Calculation Sheet when appropriate (refer to Appendix B, Calculation Formulas, in this Manual for a Calculation Sheet example), other information relevant to item posting, and explanations when Attention Flag is checked.
- Attention Flag – Use to bring attention to Resident Engineer and Office Engineer for overruns and plan errors. Must enter Attention Comments.

NOTES for Landscape and Irrigation Item postings:

- If an each item has a specific location/station callout in the plans, then a separate posting will be done. It should NOT be grouped in a posting.
- If each items do NOT have a location/station callout but are grouped in a table or structure list, then they can be combined in one posting.
- Refer to Figure 7-3 through Figure 7-13 for examples of landscape and irrigation item postings with different UOM.

**New Item Posting**

**Item:** SITE PREPARATION

**Contractor:** Q&D CONSTRUCTION INC

**Qty:** .15 ACRE

**Authorized:** 50.000 ACRE

**Total Posted:** 0.000 ACRE

**Location:** "BW"

**Station From:** 354 + 10

**Offset Type:** RT.

**Offset Dist:**

**Station To:** 362 + 22

**Offset Type:** RT

**Offset Dist:**

**Measured:**

**Comments:**

100' X 65' / 43560 = .15

3975 remaining

Figure 7-3: DWR Item Posting - Landscape ACRE

NOTES for Landscape ACRE (Figure 7-3):

- Payment for ACRE item will be based on field measure and Calculations.
- Calculation for ACRE =  $L \times W \div 43560$  (always use this number).
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

NOTES for Landscape ACRE (Figure 7-4):

- Payment for ACRE item will be based on field measure and Calculations.
- Calculation for ACRE =  $L \times W \div 43560$  (always use this number).
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01
- NOTE: Collect seed tag and keep in the office until Plant Establishment has been achieved.

New Item Posting	
Item:	SEEDING
Contractor:	Q&D CONSTRUCTION INC
Qty:	0.19 ACRE
Authorized:	2.150 ACRE
Total Posted:	0.000 ACRE
Location:	"CW"
Station From:	6 + 00
Offset Type:	RT
Offset Dist:	
Station To:	8 + 00
Offset Type:	RT
Offset Dist:	
Measured:	<input type="checkbox"/>
Comments:	200 x 41 / 43560 = .19
	3977 remaining

Figure 7-4: DWR Item Posting - Landscape ACRE

New Item Posting	
Item:	MULCH (WOOD CHIPS)
Contractor:	Q&D CONSTRUCTION INC
Qty:	18.12 CUYD
Authorized:	235.000 CUYD
Total Posted:	216.880 CUYD
Location:	"BW"
Station From:	354 + 10
Offset Type:	LT
Offset Dist:	
Station To:	362 + 22
Offset Type:	LT
Offset Dist:	
Measured:	<input type="checkbox"/>
Comments:	Paid Plan qty. per plan sheet L10 100% Complete
	3951 remaining

Figure 7-5: DWR Item Posting - Landscape CUYD

## NOTES for Landscape CUYD (Figure 7-5):

- Payment for CUYD item will be based on plan quantity or field measure and calculations if different than plan.
- Calculation for CUYD if different than plan =  $L \times W \times D \div 27$ .
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

## NOTES for Landscape CUYD by Truck (Figure 7-6):

- Payment for CUYD delivered by a truck that isn't weighed over a scale will be based on field measure and calculations.
- State the Truck Number and Number of Loads.

**New Item Posting**

**Item:** TOP SOIL

**Contractor:** Q&D CONSTRUCTION INC

**Qty:** 72.00 CUYD  
 Authorized: 224.000 CUYD  
 Total Posted: 0.000 CUYD

**Location:** "BW"

**Station From:** 354 + 30  
**Offset Type:** RT.

**Offset Dist:** "BW"

**Station To:** 358 + 00  
**Offset Type:** RT

**Offset Dist:**

**Measured:**

**Comments:**  
 Number of loads = 8 Truck # 35  
 $9 \times 4.5 \times 6 / 27 = 9$   
 $8 \times 9 = 72.00$  CUYD

3926 remaining

Figure 7-6: DWR Item Posting – Landscape CUYD by Truck

- Calculation for CUYD delivered by a truck that isn't weighed over a scale =  $L \times W \times D \div 27 \times$  the # of loads.
- The calculations show the capacity for each truck. Multiply the number of loads by the truck capacity to get CUYD's.
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

**New Item Posting**

**Item:** PLANTS (GROUP A-5)

**Contractor:** Q&D CONSTRUCTION INC

**Qty:** 95.00 EACH  
 Authorized: 100.000 EACH  
 Total Posted: 0.000 EACH

**Location:** "BW"

**Station From:** 354 + 10  
**Offset Type:** RT.

**Offset Dist:** "BW"

**Station To:** 358 + 50  
**Offset Type:** RT

**Offset Dist:**

**Measured:**

**Comments:**  
 Counted

3992 remaining

Figure 7-7: DWR Posting - Landscape EACH Combined

NOTES for Landscape EACH Combined (Figure 7-7)

- Payment for EACH item will be based on field count.
- This shows an EACH item combined.
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

NOTES for Landscape GAL (Figure 7-8):

- Payment for GAL items will be based on field measurements and calculations.
- Calculations will consist of counting the drums used or measuring the container and calculating the quantity when a full drum is not used. If measured by another device show the calculations on how gallons were derived.

New Item Posting	
Item:	FERTILIZER
Contractor:	Q&D CONSTRUCTION INC
Qty:	110.00 GAL
Authorized:	300.000 GAL
Total Posted:	0.000 GAL
Location:	"BW"
Station From:	354 + 10
Offset Type:	RT.
Offset Dist:	"BW"
Station To:	355 + 20
Offset Type:	RT
Offset Dist:	
Measured:	<input type="checkbox"/>
Comments:	2 Drums @ 55 gal. = 110gal. 3969 remaining
Attention:	<input checked="" type="checkbox"/>
Attention Comments:	See email: DWR 2019-6-7 KMM for container label. 208 remaining

Figure 7-8: DWR Item Posting - Landscape GAL

New Item Posting	
Item:	1/2-INCH POLYVINYL CH...
Contractor:	Q&D CONSTRUCTION INC
Qty:	1910.00 LFT
Authorized:	2,000.000 LFT
Total Posted:	0.000 LFT
Location:	"BW"
Station From:	354 + 10
Offset Type:	RT.
Offset Dist:	"BW"
Station To:	360 + 10
Offset Type:	RT
Offset Dist:	
Measured:	<input checked="" type="checkbox"/>
Comments:	Item completed 3985 remaining

Figure 7-9: DWR Item Posting – Landscape LFT

- A photo of a label must be taken and emailed to the Office Engineer for backup to confirm the quantity of the container. This photo is saved to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data directory.
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Check the Attention Flag to notify the Office Engineer there's an email regarding this Item Posting.

## NOTES for Landscape LFT (Figure 7-9):

- Payment for LFT items will be based on field measurements.
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

## NOTES for Landscape LB (Figure 7-10):



**New Item Posting**

**Item:** FERTILIZER (COMMERC... ▾

**Contractor:** Q&D CONSTRUCTION INC ▾

**Qty:** 100.00 LB  
 Authorized: 200.000 LB  
 Total Posted: 0.000 LB

**Location:** "BW"

**Station From:** 354 + 10  
**Offset Type:** RT.

**Offset Dist:** "BW"

**Station To:** 359 + 50  
**Offset Type:** RT

**Offset Dist:**

**Measured:**

**Comments:**  
 4 bags @ 25 lbs. ea. = 100 lbs.  
3966 remaining

**Attention:**

**Attention Comments:**  
 See email: DWR 2019-3-18 KMM for label.  
217 remaining

Figure 7-10: DWR Item Posting – Landscape LB

- Payment for POUND (LB) items will be based on plan quantity or field measurements and calculations if different than plan.
- A photo of a label must be taken and emailed to the Office Engineer for backup to confirm the quantity of the container. This photo is saved to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data directory.
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Check the Attention Flag to notify the Office Engineer there's an email regarding this Item Posting.

**New Item Posting**

**Item:** ROCK WALL ▾

**Contractor:** Q&D CONSTRUCTION INC ▾

**Qty:** 4480.00 SQFT  
 Authorized: 6,543.000 SQFT  
 Total Posted: 951.100 SQFT

**Location:** "BW"

**Station From:** 355 + 45  
**Offset Type:** RT.

**Offset Dist:** "BW"

**Station To:** 358 + 65  
**Offset Type:** RT

**Offset Dist:**

**Measured:**

**Comments:**  
 320L x 14W = 4480.00 SQFT  
3974 remaining

Figure 7-11: DWR Item Posting – Landscape SQFT

- NOTES for Landscape SQFT (Figure 7-11):
- Payment for SQFT item will be based on field measure and Calculations.
  - Calculation for SQFT = L x W
  - Location: Enter the Line Designation
  - Station From/To: Refer to Contract plans
  - Offset Type: Enter the LT, RT, or CL.
  - Offset Dist: Enter if known
  - Sig. Fig. = .01

NOTES for Landscape SQFT (Figure 7-12):

**New Item Posting**

**Item:**

**Contractor:**

**Qty:**  SQFT  
 Authorized: 6,586.350 SQFT  
 Total Posted: 0.000 SQFT

**Location:**

**Station From:**  +

**Offset Type:**

**Offset Dist:**

**Station To:**  +

**Offset Type:**

**Offset Dist:**

**Measured:**

**Comments:**

3965 remaining

Figure 7-12: DWR Item Posting – Landscape SQFT

- Detail Painting is the ONLY SQFT item that can be paid per plan. Refer to the plan sheet where it identifies the paid qty.
- Location: Refer to Contract plans
- Sig. Fig. = .01

**New Item Posting**

**Item:**

**Contractor:**

**Qty:**  SQYD  
 Authorized: 1,000.000 SQYD  
 Total Posted: 97.700 SQYD

**Location:**

**Station From:**  +

**Offset Type:**

**Offset Dist:**

**Station To:**  +

**Offset Type:**

**Offset Dist:**

**Measured:**

**Comments:**

3969 remaining

Figure 7-13: DWR Item Posting – Landscape SQYD

NOTES for Landscape SQYD (Figure 7-13):

- Payment for SQYD item will be based on field measure and Calculations.
- Calculation for SQYD =  $L \times W \div 9$
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

- Record the following required information in the New Equipment window (Figure 7-14 and Figure 7-15):
  - Contractor: Actual contractor performing the work (include subs).
  - Type: Select from the Equipment list
  - Used: How many of each type.
  - Hours Used: Total hours in use.
  - Comments: Details of the type of equipment (e.g., diesel, HP, model, make). Include equipment attachment information if applicable.

New Equipment

**Contractor:** LAS VEGAS PAVING C...

**Type:** LOADER / BACKHOE /...

**Used:** 1

**On Site:**

**Hours Used:** 8

**Hours Idle:**

**Comments:**

Bobcat 256C, Skid Steer, Diesel, 82HP, 1350lbs with an Auger Loader, attachment, 15C w/12" bit

506 remaining

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✗

**Figure 7-14: DWR Equipment Entry**

Add Equipment

**Contractor:** LAS VEGAS PAVING CORPORATION

**Type:** LOADER / BACKHOE / WHEEL LOADER / SKID STEER

**Used:** 1

**Hours Used:** 8.000

**Comments:**  
 Bobcat 256C, Skid Steer, Diesel, 82HP, 1350lbs with an Auger Loader, attachment, 15C w/12" bit

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**Figure 7-15: DWR Equipment List**

5. Record the following required information in the New Personnel window (Figure 7-16 and Figure 7-17):
  - Contractor: Actual contractor performing the work (include subs).
  - Type: Select from the Personnel list.
  - Number: How many of each title.
  - Total Hours: Total hours worked.
  - Comments: Details of personnel type (e.g., foreman w/name, laborer, truck driver).

New Personnel	
Contractor:	LAS VEGAS PAVING C... ▾
Personnel:	LABORER FOREMAN ▾
Employee:	N/A
Decision Class:	Select ▾
Number:	1
Total Hours:	8
Comments:	Foreman - Cody Bellinger
3975 remaining	
<input type="checkbox"/> <input type="checkbox"/>	

Figure 7-16: DWR Personnel Entry

Add Personnel	
<b>Contractor:</b> LAS VEGAS PAVING CORPORATION <b>Description:</b> LABORER <b>Number:</b> 3 <b>Total Hours:</b> 8.000	<input type="checkbox"/> <input type="checkbox"/>
<b>Contractor:</b> LAS VEGAS PAVING CORPORATION <b>Description:</b> OPERATING ENGINEER <b>Number:</b> 2 <b>Total Hours:</b> 8.000	<input type="checkbox"/> <input type="checkbox"/>
<b>Contractor:</b> LAS VEGAS PAVING CORPORATION <b>Description:</b> LABORER FOREMAN <b>Number:</b> 1 <b>Total Hours:</b> 8.000 <b>Comments:</b> Foreman - Cody Bellinger	<input type="checkbox"/> <input type="checkbox"/>

Figure 7-17: DWR Personnel List

- Complete a final review of the DWR, lock the report, and Sync Data.

**Note:** When a Mobile Inspector DWR is completed, locked and Synd Data is completed, the information is uploaded into an AWP DWR, where it is reviewed and Approved for processing progress payments.

## DAILY WORK REPORT (DWR) – AWP EDITS

The Officer Engineer reviews each Inspector's DWRs for required entries and accuracy. If edits are needed on a DWR, the Inspector who created it will be required to log into the AWP program on a computer (not the iPad) and complete the edits. Refer to Chapter 5, Daily Work Reports, Section, Editing a Mobile Inspector DWR, in the [AWP User Guide](#) for details.

## OFFICE ENGINEER'S RESPONSIBILITIES – LANDSCAPE AND IRRIGATION ITEMS

- Collect all Material Certifications. Scan and save them to the appropriate EDOC Contract Files\Material and Testing Files\Division No. 3 – Materials Division Certs and Test Reports\3.# directory.
  - Name the scanned file with the Item No. and Description (e.g., 2130720 1/2-Inch Polyvinyl Chloride Pipe.pdf).
  - Email the scanned certifications to the Materials Division for approval.
- Withhold item payment(s) for insufficient material certifications using AWP's User-Generated Quantity-Based Item Adjustments. Refer to Chapter 9, Payment Estimates, in the [AWP User Guide](#) and Chapter 24, Progress Payments, in this Manual for details.
- Save Landscape and Irrigation items general information photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Records\3.# Photographs with Descriptions directory.
- Save Landscape and Irrigation items Gallon and Pound label photos to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data directory to confirm the quantity of the container.
- Review Landscape and Irrigation item calculation sheets for accuracy and save electronically in the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# DWR Calculation Sheets directory using this naming convention: DWR YYYY-MM-DD Inspectors Initials, (e.g. DWR 2017-03-19 KMM).
- Distribute executed copies of Change Orders to Inspectors.

## DAILY WORK REPORT (DWR) – AWP

When a Mobile Inspector DWR is locked by an Inspector, the information is uploaded into an AWP DWR. Refer to Chapter 5, Daily Work Reports, in the [AWP User Guide](#) for details.

1. Verify the following:
  - Information in the Remarks
  - Information in the Contractor On Site tab
  - Information in the Contractor Equipment tab
  - Information in the Contractor Personnel tab
  - Items are paid correctly according to the contract documents (e.g., plans, supplemental notices, Change Orders).
  - Item quantities
  - Quantities in postings are documented to the correct Significant Figure (.01)
  - Stations and Line Designations in the Locations
  - Calculations are correct.
  - Comments reference calculation sheets, if applicable.

**Note:** 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.

2. Approve the DWR if everything is correct.
3. If there are edits required in the DWR, Reject it.
4. Notify the Inspector who created the DWR there are edits to be completed. The Inspector will be required to log into the AWP program on a computer (not the iPad) to complete the edits.
5. Review the corrected DWR and Approve.

