

REMOVAL ITEMS

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DAILY WORK REPORT (DWR) – MOBILE INSPECTOR

- 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
- Record the following required information in the Report Details window (Figure 5-2):
 - 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 5-2: DWR Report Detail Window

- 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 measurements, calculations and/or counts (CANNOT PAY PLAN!).
 - Material Set:** Select appropriate value (if applicable)
 - 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 Removal 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 5-3 through Figure 5-9 for examples of removal item postings with different UOM.

New Item Posting

Item: REMOVAL OF COMPOS...
Contractor: Q&D CONSTRUCTION I...
Qty: 154.44 CUYD
 Authorized: 162.500 CUYD
 Total Posted: 0.000 CUYD
Location: "RW"
Station From: 52 + 43
Offset Type: RT
Offset Dist:
Station To: 65 + 93
Offset Type: RT
Offset Dist:
Measured:
Comments:
 1000 x 5.56 X .75/27 = 154.44
 3970 remaining

Figure 5-3: DWR Item Posting - Remove CUYD

NOTES for Removal CUYD/CUFT (Figure 5-3):

- Payment for CUYD and CUFT items will be based on field measure and calculations.
- Calculations for CUYD = L x W x D ÷ 27
- Calculations for CUFT = L x W x D
- 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: REMOVE AND RESET L...
Contractor: Q&D CONSTRUCTION I...
Qty: .50 EACH
 Authorized: 10.000 EACH
 Total Posted: 6.000 EACH
Location: "BW" 202+51
Station From: +
Offset Type: RT
Offset Dist: 39.5'
Station To: +
Offset Type:
Offset Dist:
Measured:
Comments:
 Paid half for removal only
 3973 remaining

Figure 5-4: DWR Item Posting - Remove LFT

NOTES for Remove & Reset EACH (Figure 5-4):

- Payment for Removal and Reset EACH items will be based on a field count at a Location.
- Pay .5 when item is Removed and .5 when it's Reset.
- Location: Enter the Line Designation and Station
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01
- Comments: Indicate whether it is a removal or reset.

New Item Posting

Item: REMOVE END SECTION

Contractor: Q&D CONSTRUCTION I...

Qty: 1.00 EACH
 Authorized: 3.000 EACH
 Total Posted: 0.000 EACH

Location: "CW" 202+51

Station From: [] + []

Offset Type: LT

Offset Dist: 88.95'

Station To: [] + []

Offset Type: []

Offset Dist: []

Measured:

Comments: []

3999 remaining

NOTES for Removal EACH (Figure 5-5):

- Payment for Removal EACH items will be based on a field count at a Location.
- Location: Enter the Line Designation and Station
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

Figure 5-5: DWR Item Posting - Removal EACH

New Item Posting

Item: REMOVE PAVEMENT M...

Contractor: Q&D CONSTRUCTION I...

Qty: 82 EACH
 Authorized: 70.000 EACH
 Total Posted: 0.000 EACH

Location: "BW"

Station From: 359 + 68

Offset Type: RT

Offset Dist: []

Station To: 366 + 90

Offset Type: RT

Offset Dist: []

Measured:

Comments: counted

3990 remaining

Attention:

Attention Comments: Additional qty. added per CO #3

225 remaining

NOTES for Combined EACH (Figure 5-6):

- Payment for Combined EACH items will be based on field count from Station to Station.
- 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

Figure 5-6: DWR Item Posting - Combined EACH

New Item Posting

Item: REMOVAL OF FENCE

Contractor: Q&D CONSTRUCTION I...

Qty: 334.00 LFT
 Authorized: 355.000 LFT
 Total Posted: 0.000 LFT

Location: "TW"

Station From: 130 + 21.24
Offset Type: RT
Offset Dist: 76.3'

Station To: 133 + 75.05
Offset Type: RT
Offset Dist: 77.4'

Measured:

Comments:
 Actual Length measured. Item Complete.

3960 remaining

Figure 5-7: DWR Item Posting - Remove LFT

Notes for Removal LFT (Figure 5-7)

- Payment for LFT items will be based on field measurement.
- 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
- Add a Comment when the item is completed.

New Item Posting

Item: REMOVAL OF BITUMIN...

Contractor: Q&D CONSTRUCTION I...

Qty: 0.13 MILE
 Authorized: 500.000 MILE
 Total Posted: 0.000 MILE

Location: "RW"

Station From: 4 + 00
Offset Type: RT
Offset Dist:

Station To: 10 + 90
Offset Type: RT
Offset Dist:

Measured:

Comments:
 Meas. LFT = 690/5280 = .13 Mile

3968 remaining

Figure 5-8: DWR Item Posting - Removal MILE

NOTES for Removal MILE (Figure 5-8):

- Payment for Mile and Station Items will be based on field measure and calculations.
- Reference the Summary of Base and Surface Quantities and the Typical Sections (2 sheets) within the Contract plans.
- Calculations for mile = LFT ÷ 5280 (always use this number)
- Calculations for sta. = LFT ÷ 100 (always use this number)
- In Location, enter the Line Designation
- In Offset Type, enter the LT, RT, or CL.
- In Station From/To, refer to Contract plans
- Offset Dist., enter if known
- Sig. Fig. = .01

New Item Posting

Item: REMOVAL OF BITUMIN...
Contractor: Q&D CONSTRUCTION I...
Qty: 651.84 SQYD
 Authorized: 342,862.000 SQYD
 Total Posted: 0.000 SQYD
Location: "CW" ramp
Station From: 39 + 55.6
Offset Type: LT
Offset Dist:
Station To: 42 + 50
Offset Type: LT
Offset Dist:
Measured:
Comments:
 293.33 X 20 / 9 = 651.84
 3975 remaining

Figure 5-9: DWR Item Posting - Removal SQYD

NOTES for Removal SQYD (Figure 5-9):

- Payment for SQYD items will be based on field measurement.
- Calculations for SQYD = (L X W) ÷ 9
- Reference the Summary of Base and Surface Quantities and the Paving Plan sheets in the Contract plans for removal of bituminous surface quantities.
- 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

4. Record the following required information in the New Equipment window (Figure 5-10 and Figure 5-11):
- **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 5-10: 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

Figure 5-11: DWR Equipment List

5. Record the following required information in the New Personnel window (Figure 5-12 and Figure 5-13):
 - **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:

Personnel:

Employee:

Decision Class:

Number:

Total Hours:

Comments:

3975 remaining

Figure 5-12: DWR Personnel Entry







Add Personnel	
Contractor: LAS VEGAS PAVING CORPORATION Description: LABORER Number: 3 Total Hours: 8.000	 
Contractor: LAS VEGAS PAVING CORPORATION Description: OPERATING ENGINEER Number: 2 Total Hours: 8.000	 
Contractor: LAS VEGAS PAVING CORPORATION Description: LABORER FOREMAN Number: 1 Total Hours: 8.000 Comments: Foreman - Cody Bellinger	 

Figure 5-13: DWR Personnel List

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

Note: When the Sync Data process has 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 may 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 With Materials](#) for details.

OFFICE ENGINEER'S RESPONSIBILITIES – REMOVAL ITEMS

- Save Removal Item photos in the appropriate Contract Files\Contract\03 Multimedia\3.# Photos directory.
- Review removal item calculation sheets for accuracy and save electronically in the appropriate Contract Files\Contract\07 Estimates\7.# Calc Sheets directory using this naming convention: DWR YYYY-MM-DD Inspectors Initials, (e.g. DWR 2016-03-19 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, Section, Reviewing a DWR from Mobile Inspector, in the [AWP User Guide With Materials](#) for details.

- 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)
- Material Set is correct.
- 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.*

- Approve the DWR if everything is correct.
- If there are edits required, the Office Engineer may complete them and add a DWR Note with their name, date, and details of the correction. The DWR can then be Approved.
- If there are edits which need to be completed by the Inspector who created the DWR, the Inspector will be required to log into the AWP program on a computer (not the iPad) to complete the edits.
- Review the edited DWR and Approve.

