

MISCELLANEOUS ITEMS

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OVERVIEW

Miscellaneous Items have different documentation requirements for each unit of measure (UOM). All Miscellaneous Items must be counted or measured and calculated. Documentation examples for a few selected Miscellaneous Items are illustrated in this chapter. Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format should be followed. If there are items which cannot be documented according to the following examples, contact the Construction Admin Services Section for assistance.

When material samples are taken for the Materials Division labs, refer to the [AWP Sample Records](#) document for details.

INSPECTOR'S RESPONSIBILITIES – MISCELLANEOUS ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Structure List, located in the Contract plans (Figure 19-1), to help identify items, quantities, descriptions and locations.

FED. RD. DIST. NO.		STATE	PROJECT NO.	COUNTY	SHEET NO.
9		NEVADA	STP-01-00(018)	CLARK	S-03
STRUCTURE LIST					
DESCRIPTION					STATION TO STATION
821 0005	PERPETUATE SURVEY MONUMENTS				
818 0524	GALVANIZED GUARDRAIL				
819 0038	TRAILING END ANCHOR				
818 0916	12-FOOT SWING GATE (DOUBLE)				
816 0712	72-INCH CHAIN-LINK FENCE	4900			"BD" 42+50 "BD" 72+50
813 0864	CLASS A CONCRETE SIDEWALK (4-INCH)				
813 0732	CLASS A CONCRETE CURB & GUTTER (TYPE 5)				
813 0654	CLASS A CONCRETE GLUE DOWN CURB (TYPE A)				
811 0568	CLASS A CONCRETE APRONS	1520			"BD" 43+75.00
809 0500	CASTINGS			270	"BD" 50+03.98
809 0120	ADJUSTING COVERS (METHOD C)				
809 0116	ADJUSTING COVERS (METHOD B)				
809 0112	ADJUSTING COVERS (METHOD A)				
802 0528	CONCRETE BARRIER RAIL (TYPE A)			382	"Pe" 0+78 "Pe" 4+40
802 0516	PORTABLE PRECAST CONCRETE BARRIER RAIL			198	"Pe" 0+00 "Pe" 1+38
802 0508	CLASS A CONCRETE (ISLAND PAVING)				
802 0660	PLANTMIX MISCELLANEOUS AREAS				
803 0582	TYPE 1 CLASS A AGGREGATE			2	"Pe" 12+00 "Pe" 14+00
803 0556	V-TYPE DITCHES				
				62.6	"Lne" 204+33
				24.3	"Lne" 221+00

Figure 19-1: Example of a Structure List for Miscellaneous Items

- Review the following for accuracy:
 - Special Provisions
 - Supplemental Notices
 - Change Orders

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

- Turn in ALL miscellaneous item calculation sheets to the Office Engineer.

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 19-2):
 - 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.

Report Details

Date: Fri, 06/07/2019
Weather: 05
Low Temp: 35
High Temp: 48
Rainfall Amt:

Attachments:

Remarks: GENERAL

"CW" 38 + 10 RT. installed 12' swing gate (Double) and at "CW" 37 + 22 to "CW" 40 + 28 RT. installed 72" chain-link fence.
 Contractor started work at 8:45 AM and due to having problems with their equipment. Contractor ended at 3:30 PM.
 Cody Bellinger, Resident Engineer, came out to the jobsite to talk to Clayton Kershaw, Q&D Foreman, about the delay in starting work on time.

3620 remaining

Figure 19-2: 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 plan, measurements and calculations
 - 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 Miscellaneous 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.
- When a miscellaneous item has a UOM of SQYD, there are some cases when the plan quantity can be used for the pay quantity. An example of this would be the item 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 an irregularly curved area. This must be stated in the remarks as to why calculations were not done.
- If the final quantity for a lump sum item (excluding 736 items) is under plan quantity, a complete explanation as to why the item is not paid to plan is required in the Closeout Change Order. Refer to Chapter 10, Change Orders, in the [AWP User Guide](#) for details.
- If a gallon item does not come in small size containers use the application and surface area to calculate the gallons applied. The following calculation will be documented in the DWR posting:

$$\text{Vol(gas)} = W \times L \times \text{App Rate}$$

$$\text{Pay} = \# \text{ gallons}$$

$$W = \#$$

$$L = \#$$

App Rate = 1gal/150 SQFT (Per Subsection 409.03.13, (*Portland Cement Concrete Pavement*) Construction – Curing, of the Standard Specifications.

- The Inspector will visually make sure the coverage of the cure compound was satisfactory.
- Refer to Figure 19-3 through Figure 19-17 for examples of miscellaneous item postings with different UOM.

New Item Posting

Item:	DUST PALLIATIVE
Contractor:	Q&D CONSTRUCTION INC
Qty:	0.19 ACRE
Authorized:	2.120 ACRE
Total Posted:	0.000 ACRE
Location:	"CW"
Station From:	40 + 93.30
Offset Type:	RT
Offset Dist:	
Station To:	42 + 17.30
Offset Type:	RT
Offset Dist:	
Measured:	<input type="checkbox"/>
Comments:	200' x 41' / 43560 = .19 acre

3970 remaining

NOTES for Miscellaneous ACRE (Figure 19-3):

- 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

Figure 19-3: DWR Item Posting – Miscellaneous ACRE

New Item Posting

Item: POLYMER CONCRETE

Contractor: Q&D CONSTRUCTION INC

Qty: 30.00 CUFT
 Authorized: 142.520 CUFT
 Total Posted: 0.000 CUFT

Location: "CW" 425 + 30 RT.

Station From: [] + []
 Offset Type: []
 Offset Dist: []

Station To: [] + []
 Offset Type: []
 Offset Dist: []

Measured:

Comments:
 20 x 3 x .5 = 30.00

3979 remaining

Figure 19-4: DWR Item Posting - Miscellaneous CUFT

NOTES for Miscellaneous CUFT (Figure 19-4):

- Payment for CUFT items will be based on field measurements and calculations.
- Calculation for CUFT = L x W x D
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

New Item Posting

Item: CLASS A CONCRETE (MI...)

Contractor: Q&D CONSTRUCTION INC

Qty: 1972.00 CUYD
 Authorized: 1,972.000 CUYD
 Total Posted: 0.000 CUYD

Location: "CW" 425 + 30 RT.

Station From: [] + []
 Offset Type: []
 Offset Dist: []

Station To: [] + []
 Offset Type: []
 Offset Dist: []

Measured:

Comments:
 Paid plan qty. per plan sheet # SD1

3964 remaining

Figure 19-5: DWR Item Posting – Miscellaneous CUYD

NOTES for Miscellaneous CUYD (Figure 19-5):

- Payment for CUYD items will be based on plan quantity or field measurements and calculations if different than plan.
- Calculation for CUYD = L x W x D ÷ 27
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

New Item Posting

Item:

Contractor:

Qty: EACH
 Authorized: 214.000 EACH
 Total Posted: 0.000 EACH

Location:

Station From: +

Offset Type:

Offset Dist:

Station To: +

Offset Type:

Offset Dist:

Measured:

Comments:

3992 remaining

Figure 19-6: DWR Item Posting – Miscellaneous EACH

NOTES for Miscellaneous EACH (Figure 19-6):

- Payment for EACH items will be based on field count.
- 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:

Contractor:

Qty: EACH
 Authorized: 1.000 EACH
 Total Posted: 0.000 EACH

Location:

Station From: +

Offset Type:

Offset Dist:

Station To: +

Offset Type:

Offset Dist:

Measured:

Comments:

3999 remaining

Figure 19-7: DWR Item Posting – Miscellaneous EACH

NOTES for Miscellaneous EACH (Figure 19-7):

- Payment for EACH items will be based on field count.
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

New Item Posting

Item: PORTABLE PRECAST C...
Contractor: Q&D CONSTRUCTION INC
Qty: 63.00 LFT
 Authorized: 70.000 LFT
 Total Posted: 0.000 LFT
Location: "RW"
Station From: 37 + 55.12
Offset Type: RT
Offset Dist:
Station To: 38 + 15.12
Offset Type: RT
Offset Dist:
Measured:
Comments:
 3999 remaining

Figure 19-8: DWR Item Posting – Miscellaneous LFT

- NOTES for Miscellaneous LFT (Figure 19-8):
- 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

New Item Posting

Item: 72-INCH CHAIN-LINK F...
Contractor: SIERRA NEVADA CON...
Qty: 1125.00 LFT
 Authorized: 3,500.000 LFT
 Total Posted: 0.000 LFT
Location: "REW"
Station From: 42 + 50
Offset Type: RT
Offset Dist: 22.00'
Station To: 62 + 50
Offset Type: RT
Offset Dist: 22.00'
Measured:
Comments:
 Measure 2250 LFT. Post only
 2250 / 2 = 1125.00 LFT
 3947 remaining

Figure 19-9: DWR Item Posting – Miscellaneous LFT

- NOTES for Miscellaneous LFT (Figure 19-9):
- Payment for LFT items will be based on field measurements.
 - 50% of the measured length (section) can be paid when the posts are completed.
 - 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: 72-INCH CHAIN-LINK F...
Contractor: SIERRA NEVADA CON...
Qty: 1125.00 LFT
 Authorized: 3,500.000 LFT
 Total Posted: 1,125.000 LFT
Location: "REW"
Station From: 42 + 50
Offset Type: RT
Offset Dist: 22.00'
Station To: 62 + 50
Offset Type: RT
Offset Dist: 22.00'
Measured:
Comments:
 Measure 2250 LFT. Wire only.
 This section is 100% complete.
 2250 / 2 = 1125.00 LFT
3914 remaining

Figure 19-10: DWR Item Posting – Miscellaneous LFT

NOTES for Miscellaneous LTF (Figure 19-10):

- Payment for LFT items will be based on field measurements.
- When each length (section) of fence has been completed, record a measurement and indicate that the section is 100% complete.
- 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: IRON SULFATE
Contractor: Q&D CONSTRUCTION INC
Qty: 15.00 LB
 Authorized: 25.000 LB
 Total Posted: 0.000 LB
Location: "REW"
Station From: 120 + 16
Offset Type: CL
Offset Dist:
Station To: 128 + 43
Offset Type: CL
Offset Dist:
Measured:
Comments:
 3 @ 5 lbs. bags = 15.00 lbs.
3971 remaining
Attention:
Attention Comments:
 See email: DWR 2019-1-4 KMM for the labels
214 remaining

Figure 19-11: DWR Item Posting – Miscellaneous LB

NOTES for Miscellaneous LB (Figure 19-11):

- 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 Contract Files\Contract\07 Estimates 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
- Sig. Fig. = .01
- Check the Attention Flag to notify the Office Engineer there's an email regarding this Item Posting.

New Item Posting

Item: WATER LINE MODIFICA...
 Contractor: Q&D CONSTRUCTION INC
 Qty: 184009.09 L.S.
 Authorized: 1,472,072.74 L.S.
 Total Posted: 0.000 L.S.
 Location: "REW"
 Station From: 120 + 16
 Offset Type: LT
 Offset Dist:
 Station To: 148 + 43
 Offset Type: RT
 Offset Dist:
 Measured:
 Comments:
 25% complete for category 6 only.
 $\$736,036.37 \times 0.25 = \$184,009.09$
 3932 remaining

Figure 19-12: DWR Item Posting – Miscellaneous L.S.

NOTES for Miscellaneous L.S. (Figure 19-12):

- Payment for LUMP SUM items will be based on plan quantity or percentage and calculations per category (AEB).
- Calculation for LS = Total \$ amount multiplied (X) the percent (%) of work completed.
- No payment over plan is allowed on Lump Sum items.
- 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: WATER LINE MODIFICA...
 Contractor: Q&D CONSTRUCTION INC
 Qty: 552027.28 L.S.
 Authorized: 1,472,072.74 L.S.
 Total Posted: 184,009.090 L.S.
 Location: "REW"
 Station From: 120 + 16
 Offset Type: LT
 Offset Dist:
 Station To: 148 + 43
 Offset Type: RT
 Offset Dist:
 Measured:
 Comments:
 100% complete in category 6 only.
 $\$736,036.37 - \$184,009.09(\text{what was paid already}) = \$552,027.28$
 3903 remaining

Figure 19-13: DWR Item Posting – Miscellaneous L.S.

NOTES for Miscellaneous L.S. (Figure 19-13):

- Payment for LUMP SUM items will be based on plan quantity or percentage and calculations per category (AEB).
- Calculation for LS = Total \$ amount multiplied (X) the percent (%) of work completed, minus (-) what has been paid on an earlier payment.
- No payment over plan is allowed on Lump Sum items.
- 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: RESHAPE ROADWAY DI...
Contractor: Q&D CONSTRUCTION INC
Qty: 0.12 MILE
 Authorized: 1.250 MILE
 Total Posted: 0.000 MILE
Location: "CW"
Station From: 4 + 36
Offset Type: RT
Offset Dist:
Station To: 10 + 17.86
Offset Type: RT
Offset Dist:
Measured:
Comments:
 650' / 5280 = .12 miles
 3976 remaining

Figure 19-14: DWR Item Posting – Miscellaneous MILE

NOTES for Miscellaneous MILE (Figure 19-14):

- Payment for MILE items will be based on field measurements.
- Calculation for MILE = LFT ÷ 5280 (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

New Item Posting

Item: GROUTED RIPRAP
Contractor: Q&D CONSTRUCTION INC
Qty: 330.00 SQFT
 Authorized: 456.150 SQFT
 Total Posted: 0.000 SQFT
Location: "CW"
Station From: 10 + 35
Offset Type: CL
Offset Dist:
Station To: 30 + 22
Offset Type: CL
Offset Dist:
Measured:
Comments:
 22' x 15' = 330.00
 3981 remaining

Figure 19-15: DWR Item Posting – Miscellaneous SQFT

NOTES for Miscellaneous SQFT (Figure 19-15):

- Payment for SQFT items will be based on calculation, field measurements, Standard Plans or the Manual on Uniform Traffic Control Devices.
- 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

New Item Posting

Item: PLANTMIXING MISCELL...

Contractor: Q&D CONSTRUCTION INC

Qty: 52.78 SQYD
 Authorized: 1,788.000 SQYD
 Total Posted: 0.000 SQYD

Location: "RW" 204 + 33 LT.

Station From: [] + []

Offset Type: []

Offset Dist: []

Station To: [] + []

Offset Type: []

Offset Dist: []

Measured: []

Comments:
 Avg. L = 50' x Avg. W = 9.5' / 9 = 52.78 SQYD
 3972 remaining

Attention:

Attention Comments:
 Per CO # 5
 246 remaining

Figure 19-16: DWR Item Posting – Miscellaneous SQYD

- NOTES for Miscellaneous SQYD (Figure 19-16):
- 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 and LT, RT, or CL.
 - Sig. Fig. = .01
 - Plantmixing Miscellaneous paving is only paid once. The payment is made on the dense grade, not open-graded.

New Item Posting

Item: V-TYPE DITCHES

Contractor: Q&D CONSTRUCTION INC

Qty: .24 STA
 Authorized: 0.750 STA
 Total Posted: 0.000 STA

Location: "CW"

Station From: 40 + 93.30

Offset Type: RT

Offset Dist: []

Station To: 41 + 17.30

Offset Type: RT

Offset Dist: []

Measured: []

Comments:
 $24 / 100 = .24$
 3984 remaining

Figure 19-17: DWR Item Posting – Miscellaneous STA

- NOTES for Miscellaneous STA (Figure 19-17):
- Payment for Station items will be based on field measure.
 - Calculation for STA = $LFT \div 100$ (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

4. Record the following required information in the New Equipment window (Figure 19-18 and Figure 19-19).

- **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.
- **Hours Idle:** 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

✓
✗

Figure 19-18: 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 19-19: DWR Equipment List

- Record the following required information in the New Personnel window (Figure 19-20 and Figure 19-21).
 - **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 19-20: DWR Personnel Entry

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

Figure 19-21: 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 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 – MISCELLANEOUS ITEMS

- Collect all Material Certifications. Scan and save them to the Contract Files\Materials\03 Cert & Test Reports\3.# directory. Each Material Certification must have the contract ID, bid item and represented quantity entered. Hand-written entries are acceptable for the contract ID, bid item and quantity.
 - Name the scanned certificate file(s) with the contract ID, Material Code Name and description, load number (if applicable) - CERT (e.g., 03904 M4960001 Polymer Concrete - CERT.pdf) The Material Code Name and description is found in the NDOT Power BI, AWP Reports, Certification Tracking report.
- Create an AWP Materials Cert Sample Record for each Material Certification received. Refer to the [AWP Cert Sample Record Creation](#) document and Chapter 24, Progress Payments, in this Manual for details.
- Save Miscellaneous Items photos in the appropriate Contract Files\Contract\03 - Multimedia\3.1 Photos directory.
- Save Miscellaneous Items Pound label photos to the appropriate Contract Files\Contract\07 Estimates directory to confirm the quantity of the container.
- Review miscellaneous 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, 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.

