

# **HOUR - DAY - MONTH ITEMS**

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## OVERVIEW

Hour, Day and Month Items have different documentation requirements for each unit of measure (UOM). All Hour, Day and Month Items must be counted or measured and calculated. Documentation examples for a few selected Hour, Day and Month 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.

## INSPECTOR'S RESPONSIBILITIES – HOUR-DAY-MONTH ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- 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.*

## 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 21-1):
  - **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:** Tue, 10/15/2019

**Weather:** 07

**Low Temp:** 22

**High Temp:** 45

**Rainfall Amt:**

**Attachments:**

**Remarks:** GENERAL

Flaggers on site at "BW" 140+00 LT. and "BW" 114+00 RT. Two NHP used at Cave Rock working both NB and SB side for the 24 hour lane closure. 20 yards of concrete poured around the new 10in. sewer line. 5:15pm the last truck poured out.

3761 remaining

**Figure 21-1: 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
  - **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.

Refer to Figure 21-2 through Figure 21-7 for examples of Hour, Day and Month Items postings.

**New Item Posting**

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**Item:** PILOT CAR

**Contractor:** SIERRA NEVADA CONS...

**Qty:** 12.00 HOUR

**Authorized:** 200.000 HOUR

**Total Posted:** 85.000 HOUR

**Location:** "BW"

**Station From:** 114 + 10

**Offset Type:** RT.

**Offset Dist:**

**Station To:** 140 + 10

**Offset Type:** LT

**Offset Dist:**

**Measured:**

**Comments:**

SB & NB Lane # 2  
2 pilot car @ 6 hrs. = 12.00 hrs.

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**Figure 21-2: DWR Item Posting – HOUR**

**NOTES for HOUR (Figure 21-2):**

- Payment for HOUR is based on time.
- 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 (to the nearest one-half (0.50) hour)

**New Item Posting**

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**Item:** FLAGGER

**Contractor:** SIERRA NEVADA CONS...

**Qty:** 8.50 HOUR

**Authorized:** 425.000 HOUR

**Total Posted:** 123.500 HOUR

**Location:** "BW"

**Station From:** 82 + 50

**Offset Type:** RT.

**Offset Dist:**

**Station To:** 90 + 00

**Offset Type:** RT.

**Offset Dist:**

**Measured:**

**Comments:**

2 flaggers = 8.50 hrs. for paving.  
Justin Turner = 4.5 hrs. @ "BW" 82+50 RT. - Checked flagger's card  
Joc Pederson = 4.0 hrs. @ "BW" 90+00 RT. - Checked flagger's card

3829 remaining

**Figure 21-3: DWR Item Posting – HOUR**

**NOTES for HOUR (Figure 21-3):**

- Payment for HOUR is based on time.
- 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. = 0.01 (the nearest one-half (0.50) hour)
- When paying Flagger, enter an explanation as to why the flaggers were required.
- When paying Flagger, enter Flagger name(s) and check the expiration date on each flagger's card.

**New Item Posting**

Item:

Contractor:

Qty:  DAY  
 Authorized: 30.000 DAY  
 Total Posted: 0.000 DAY

Location:

Station From:  +

Offset Type:

Offset Dist:

Station To:  +

Offset Type:

Offset Dist:

Measured:

Comments:  
 1/27/20 to 2/7/20  
 2/2/20 = NWD - Snow

3961 remaining

Figure 21-4: DWR Item Posting – DAY

NOTES for DAY (Figure 21-4):

- Payment for DAY is based on days charged.
- Location: Enter 'Entire Job'
- When paying for Biologist (by the day), it is acceptable to document up to two weeks (coinciding with each payment cycle) on one posting. An explanation is required if a day is not charged in the two-week cycle.
- Sig. Fig. = Significant figure is paid to the whole number (1.00), unless payment is split between two AEB numbers, then the significant figure is (0.50) on each AEB number to equal a whole number.

**New Item Posting**

Item:

Contractor:

Qty:  DAY  
 Authorized: 45.000 DAY  
 Total Posted: 0.000 DAY

Location:

Station From:  +

Offset Type:

Offset Dist:

Station To:  +

Offset Type:

Offset Dist:

Measured:

Comments:  
 Nov.2, 2020 to Nov.6, 2020  
 Nov.9 & 10, 2020 - Nov.12 & 13, 2020  
 Holiday on Nov. 11, 2020

3907 remaining

Figure 21-5: DWR Item Posting – DAY

NOTES for DAY (Figure 21-5):

- Payment for DAY is based on days charged.
- Location: Enter 'Entire Job'
- When paying for Traffic Control Supervisor (by the day), it is acceptable to document up to two weeks (coinciding with each payment cycle) on one posting. An explanation is required if a day is not charged in the two-week cycle.
- Sig. Fig. = Significant figure is paid to the whole number (1.00), unless payment is split between two AEB numbers, then the significant figure is (0.50) on each AEB number to equal a whole number.

**New Item Posting**

**Item:** RENT EQUIPMENT (OFFI... ▾)

**Contractor:** SIERRA NEVADA CONS... ▾

**Qty:** .50 MON  
 Authorized: 6.000 MON  
 Total Posted: 2.000 MON

**Location:** Entire Job

**Station From:** [ ] + [ ]

**Offset Type:** [ ]

**Offset Dist:** [ ]

**Station To:** [ ] + [ ]

**Offset Type:** [ ]

**Offset Dist:** [ ]

**Measured:** [ ]

**Comments:**  
 Mar. 1, 2020 through Mar. 15, 2020

3965 remaining

Figure 21-6: DWR Item Posting – MONTH

NOTES for MONTH (Figure 21-6 and Figure 21-7):

- When paying for office space (by the MONTH), the pay quantity for every other pay cycle shall be the accumulation of days for that month.
- Location: Enter 'Entire Job'
- Sig. Fig. = Increments of (0.50), or to the whole number (1.00).
- The beginning and ending dates for the month will be listed in the posting.

**New Item Posting**

**Item:** RENT EQUIPMENT (OFFI... ▾)

**Contractor:** SIERRA NEVADA CONS... ▾

**Qty:** 1.00 MON  
 Authorized: 6.000 MON  
 Total Posted: 2.000 MON

**Location:** Entire Job

**Station From:** [ ] + [ ]

**Offset Type:** [ ]

**Offset Dist:** [ ]

**Station To:** [ ] + [ ]

**Offset Type:** [ ]

**Offset Dist:** [ ]

**Measured:** [ ]

**Comments:**  
 Mar. 1, 2020 through Mar. 31, 2020

3965 remaining

Figure 21-7: DWR Item Posting – MONTH

- Record the following required information in the New Equipment window (Figure 21-8 and Figure 21-9):
  - **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

✓
✗

**Figure 21-8: 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 21-9: DWR Equipment List**

5. Record the following required information in the New Personnel window (Figure 21-10 and Figure 21-11):
- **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

✓
✗

**Figure 21-10: DWR Personnel Entry**

Add Personnel
<p><b>Contractor:</b> LAS VEGAS PAVING CORPORATION  <b>Description:</b> LABORER  <b>Number:</b> 3      <b>Total Hours:</b> 8.000</p> <div style="text-align: right; font-size: small;"> <span style="border: 1px solid gray; padding: 2px 5px;">✎</span> <span style="border: 1px solid gray; padding: 2px 5px;">🗑</span> </div>
<p><b>Contractor:</b> LAS VEGAS PAVING CORPORATION  <b>Description:</b> OPERATING ENGINEER  <b>Number:</b> 2      <b>Total Hours:</b> 8.000</p> <div style="text-align: right; font-size: small;"> <span style="border: 1px solid gray; padding: 2px 5px;">✎</span> <span style="border: 1px solid gray; padding: 2px 5px;">🗑</span> </div>
<p><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</p> <div style="text-align: right; font-size: small;"> <span style="border: 1px solid gray; padding: 2px 5px;">✎</span> <span style="border: 1px solid gray; padding: 2px 5px;">🗑</span> </div>

**Figure 21-11: DWR Personnel List**

6. 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 – HOUR-DAY-MONTH ITEMS

- 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.