

# **LANDSCAPE AND IRRIGATION ITEMS**

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

## INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR

1. Create an IDR 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 and hours
  - Personnel – title and hours
2. Record the following required information in the Report Details window (Figure 7-2):
  - Date
  - Weather
  - Low and high temperature
  - Attachments (N/A) – Send ALL photos via email.
  - Remarks – Verify with the Resident Engineer on what information is required.

**Figure 7-2: IDR Report Detail Window**

3. Record the following required information in the New Item Postings window:
  - Item
  - Proj/Catg – Refer to the AEB report.
  - Contractor – ALWAYS the Prime Contractor (Subs are not allowed).
  - Qty – Based on measurements, calculations, counts and/or plan.
  - Location – Must show line designation, LT, RT or CL and offset if known.
  - Station From/To – Refer to Contract plans.
  - Attention Flag – Use to bring attention to Resident Engineer and Office Engineer for overruns and plan errors.
  - Remarks – 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.

### NOTES for Landscape and Irrigation Item postings:

- If there are questions on whether an EACH item can be listed separately or combined, contact the Construction Admin Services Section for assistance.
- Refer to Figure 7-3 through Figure 7-11 for examples of landscape and irrigation item postings with different UOM.

**New Item Posting**

**Item:** SITE PREPARATION

**Proj/Catg:** 60638C2C, 08, Landscape & ...

**Contractor:** LAS VEGAS PAVING CORP...

**Qty:** .149 ACRE

**Location:** "LNE" RT

**Station From:** 354 + 10

**Station To:** 362 + 22

**Attention Flag:**  

**Remarks:**

100' x 65' / 43560 = .149

230 remaining

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).
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .001

**Figure 7-3: IDR Item Posting - Landscape ACRE**

**New Item Posting**

**Item:** MULCH (WOOD CHIPS)

**Proj/Catg:** 60638C2C, 08, Landscape & ...

**Contractor:** LAS VEGAS PAVING CORP...

**Qty:** 18.12 CUYD

**Location:** "LNE" RT

**Station From:** 354 + 10

**Station To:** 362 + 22

**Attention Flag:**  

**Remarks:**

Paid Plan  
100% Complete

228 remaining

NOTES for Landscape CUYD (Figure 7-4):

- 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 =  $L \times W \times D \div 27$ .
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

**Figure 7-4: IDR Item Posting - Landscape CUYD**

**New Item Posting**

Item: TOPSOIL

Proj/Catg: 60638C2C, 08, Landscape & ...

Contractor: LAS VEGAS PAVING CORP...

Qty: 72.00 CUYD

Location: "LNE" RT

Station From: 354 + 30

Station To: 358 + 00

Attention Flag:

Remarks:  
Truck # 23 Number of Loads = 8  
9 x 4.5 x 6 / 27 = 9  
9 x 8 = 72.00

188 remaining

Figure 7-5: IDR Item Posting – Landscape CUYD by Truck

NOTES for Landscape CUYD by Truck (Figure 7-5):

- Payment for CUYD delivered by a truck that isn't weighed over a scale will be based on field measure and calculations.
- Calculation for CUYD delivered by a truck that isn't weighed over a scale =  $L \times W \times D \div 27 \times \text{the \# of loads}$ .
- The calculations show the capacity for each truck. Multiply the number of loads by the truck capacity to get CUYD's.
- In Location, enter the Line Designation and LT, RT, or CL.
- State the Truck Number and Number of Loads.
- Sig. Fig. = .01

**New Item Posting**

Item: PLANTS (GROUP A-5)

Proj/Catg: 60604C2C, 03, LANDSCAPL...

Contractor: ROAD & HIGHWAY BUILDE...

Qty: 95 EACH

Location: "LN" RT

Station From: 354 + 10

Station To: 359 + 50

Materials: 

Attention Flag:

Remarks:  
Complete

246 remaining

Figure 7-6: IDR Posting - Landscape EACH Combined

NOTES for Landscape EACH Combined (Figure 7-6)

- Payment for EACH item will be based on field count.
- This shows an EACH item combined.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

**New Item Posting**

**Item:** FERTILIZER

**Proj/Catg:** 60638C2C, 08, Landscape & ...

**Contractor:** LAS VEGAS PAVING CORP...

**Qty:** 110 GAL

**Location:** "LNE" RT

**Station From:** 354 + 10

**Station To:** 355 + 20

**Attention Flag:**

**Remarks:**  
2 Drums @ 55 = 110 gal.  
See email: IDR 2016-12-10 KMM for container label.

179 remaining

**Figure 7-7: IDR Item Posting - Landscape GAL**

NOTES for Landscape GAL (Figure 7-7):

- 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.
- A picture of a label must be taken and emailed to the Office Engineer for backup to confirm the quantity of the container.
- In Location, enter the Line Designation and LT, RT, or CL.
- Check the Attention Flag to notify the Office Engineer there's an email regarding this Item Posting.
- Sig. Fig. = 1

**New Item Posting**

**Item:** 1/2-INCH POLYVINYL CH...

**Proj/Catg:** 60638C2C, 08, Landscape & ...

**Contractor:** LAS VEGAS PAVING CORP...

**Qty:** 1910 LFT

**Location:** "LNE" RT

**Station From:** 354 + 10

**Station To:** 360 + 10

**Attention Flag:**

**Remarks:**  
Complete

246 remaining

**Figure 7-8: IDR Item Posting – Landscape LFT**

NOTES for Landscape LFT (Figure 7-8):

- Payment for LFT items will be based on field measurements.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

New Item Posting	
Item:	FERTILIZER (COMMERCIAL...)
Proj/Catg:	60638C2C, 08, Landscape & ...
Contractor:	LAS VEGAS PAVING CORP...
Qty:	100 LB
Location:	"LNE" RT
Station From:	354 + 10
Station To:	359 + 50
Attention Flag:	<input checked="" type="checkbox"/>
Remarks:	4 bags @ 25 lbs. ea. = 100 lbs. See email: IDR 2017-1-20 CAW for label.
181 remaining	

Figure 7-9: IDR Item Posting – Landscape LB

NOTES for Landscape LB (Figure 7-9):

- Payment for POUND (LB) items will be based on plan quantity or field measurements and calculations if different than plan.
- A picture of a label must be taken and emailed to the Office Engineer for backup to confirm the quantity of the container.
- In Location, enter the Line Designation and LT, RT, or CL.
- Check the Attention Flag to notify the Office Engineer there's an email regarding this Item Posting.
- Sig. Fig. = 1

New Item Posting	
Item:	ROCK WALL
Proj/Catg:	60638C2C, 08, Landscape & ...
Contractor:	LAS VEGAS PAVING CORP...
Qty:	4480.00 SQFT
Location:	"LNE" RT
Station From:	355 + 45
Station To:	358 + 65
Attention Flag:	<input type="checkbox"/>
Remarks:	320 x 14 = 4480.00
236 remaining	

Figure 7-10: IDR Item Posting – Landscape SQFT

NOTES for Landscape SQFT (Figure 7-10):

- Payment for SQFT item will be based on field measure and Calculations.
- Calculation for SQFT = L x W
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

**New Item Posting**

**Item:** PAINTING

**Proj/Catg:** 60638C2C, 08, Landscape...

**Contractor:** LAS VEGAS PAVING CORP...

**Qty:** 866.7 SQYD

**Location:** "LNE" RT

**Station From:** 354 + 90

**Station To:** 360 + 10

**Materials:** 

**Attention Flag:** 

**Remarks:**  
529 x 15 / 9 = 866.7

235 remaining

NOTES for Landscape SQYD (Figure 7-11):

- Payment for SQYD item will be based on field measure and Calculations.
- Calculation for SQYD = L x W ÷ 9
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .1

**Figure 7-11: IDR Item Posting – Landscape SQYD**

4. Record the following required information in the New Equipment window (Figure 7-12 and Figure 7-13):
  - Contractor – Actual contractor performing the work (include subs)
  - Type – Detailed description of the equipment (e.g., diesel, HP, model, make)
  - Number – How many of each type.
  - Hours – Total hours in use.

**Note:** An attachment to an equipment's base configuration must have its own record.

**New Equipment**

**Contractor:** LAS VEGAS PAVI...

**Type:** Bobcat 256C Skid ...

**Number:** 1

**Hours:** 8

**Figure 7-12: IDR Equipment Entry**

Add Equipment	
LAS VEGAS PAVING CORPORATION	
Bobcat 256C Skid Steer, Diesel, 82HP, 2350lbs	
Number: 1.00	Hours: 8.00
<input type="checkbox"/> <input type="checkbox"/>	
LAS VEGAS PAVING CORPORATION	
Bobcat Auger Loader, Attachment, 15C w/12" bit	
Number: 1.00	Hours: 8.00
<input type="checkbox"/> <input type="checkbox"/>	

Figure 7-13: IDR Equipment List

5. Record the following required information in the New Personnel window (Figure 7-14 and Figure 7-15):
  - Contractor – Actual contractor performing the work (include subs)
  - Type – Details of personnel type (e.g., foreman, laborer, truck driver)
  - Number – How many of each title.
  - Hours – Total hours worked.

New Personnel	
Contractor:	LAS VEGAS PAVING CO...
Type:	Foreman - Donald Driver
Number:	<input type="text" value="1"/>
Hours:	<input type="text" value="8"/>
<input type="checkbox"/> <input type="checkbox"/>	

Figure 7-14: IDR Personnel Entry

Add Personnel	
LAS VEGAS PAVING CORPORATION	
Foreman - Donald Driver	
Number: 1.00	Hours: 8.00
<input type="checkbox"/> <input type="checkbox"/>	
LAS VEGAS PAVING CORPORATION	
Laborer	
Number: 3.00	Hours: 8.00
<input type="checkbox"/> <input type="checkbox"/>	
LAS VEGAS PAVING CORPORATION	
Operator	
Number: 2.00	Hours: 8.00
<input type="checkbox"/> <input type="checkbox"/>	

Figure 7-15: IDR Personnel List

6. Complete a final review of the IDR and lock it.

**Note:** When a Mobile Inspector IDR is completed and locked the information is uploaded into a FieldManager IDR, where it is reviewed and generated for processing progress payments.

## 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. 4 – Materials Division Certs and Test Reports\4.# directory. Send original certifications to the Materials Division for approval.
- Save Landscape and Irrigation Item photos in the appropriate EDOC Contract Files\Contract Files\ Division No. 3 - Multimedia Records\3.# Photographs with Descriptions directory.
- 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.# IDR Calculation Sheets directory using this naming convention: IDR YYYY-MM-DD Inspectors Initials, (e.g. IDR 2017-03-19 KMM).
- Approve materials in FieldManager when the approved material certifications are received from the Materials Division. Refer to Chapter 6, Working with Materials, in the [FieldManager User Guide](#), for details.
- Distribute executed copies of Contract Modifications to Inspectors.

## INSPECTOR DAILY REPORT (IDR) – FIELDMANAGER

When a Mobile Inspector IDR is locked by an Inspector, the information is uploaded into a FieldManager IDR. Refer to Chapter 7, Inspector Daily Report, in the [FieldManager User Guide](#) for details.

1. Verify the following:
  - Information in the Comments and Remarks
  - Information in the Contractor tab (Personnel and Equipment)
  - Items are paid correctly according to the contract documents (e.g., plans, supplemental notices, Contract Modifications).
  - Item quantities
  - Quantities in postings are documented to the correct Significant Figure
  - Stations and Line Designations in the Locations
  - Calculations are correct
  - Remarks 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. Generate the IDR.

