

# FENCE ITEMS

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## 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 16-2):
  - 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 16-2: 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 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 Fence 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.
- After each section of fence has been completed, the final in-place measurement will be documented.
- Refer to Figure 16-3 through Figure 16-6 for examples of fence item postings with different UOM.

**New Item Posting**

**Item:** 12-FOOT SWING GATE (...)

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

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

**Qty:** 1 EACH

**Location:** "CW" 38 + 10 RT

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

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

**Attention Flag:** [ ]

**Remarks:**  
 Added per CM # 4 - Replaced existing gate.

213 remaining

NOTES for Fence EACH (Figure 16-3):

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

**Figure 16-3: IDR Item Posting – Fence EACH**

**New Item Posting**

**Item:** 72-INCH CHAIN-LINK FE...

**Proj/Catg:** 60660C2C, 14, CONSTR...

**Contractor:** FISHER SAND & GRAVEL CO

**Qty:** 1125 LFT

**Location:** "BD" RT

**Station From:** 42 + 50

**Station To:** 62 + 50

**Materials:** [ ]

**Attention Flag:** [ ]

**Remarks:**  
 Measure 2250 Linft. Post only  
 2250/2= 1125 Linft.

202 remaining

NOTES for Fence LFT (Figure 16-4):

- Payment for LFT items will be based on field measurements.
- 50% of the measured length (section) can be paid when the posts are completed.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

**Figure 16-4: IDR Item Posting - Fence LFT**

New Item Posting	
Item:	72-INCH CHAIN-LINK FE...
Proj/Catg:	60660C2C, 14, CONSTR...
Contractor:	FISHER SAND & GRAVEL CO
Qty:	1125 LFT
Location:	"BD" RT
Station From:	42 + 50
Station To:	62 + 50
Materials:	
Attention Flag:	
Remarks:	Measure 2250 Linft. Wire only 100% complete 2250 / 2 = 1125
209 remaining	

Figure 16-5: IDR Item Posting – Fence LFT

NOTES for Fence LFT (Figure 16-5):

- 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.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

New Item Posting	
Item:	REMOVE AND RESET G...
Proj/Catg:	60660C2C, 01, CONSTRUC...
Contractor:	FISHER SAND & GRAVEL CO
Qty:	360.5 LFT
Location:	"LNE" RT
Station From:	359 + 68
Station To:	366 + 89
Attention Flag:	
Remarks:	Paid 360.5 Linft. Reset only Final in-place measure 721 Linft
193 remaining	

Figure 16-6: IDR Item Posting – Fence Remove and Reset LFT

NOTES for Fence Remove and Reset LFT (Figure 16-6):

- Payment for Remove & Reset LFT items will be based on field measurements.
- Measure before removal & measure the same section when reset.
- Pay 50% of the measured length on remove & reset items.
- When 100% complete, a final in-place measurement is required.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1 (when complete)

- Record the following required information in the New Equipment window (Figure 16-7 and Figure 16-8):
  - 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 16-7: IDR Equipment Entry**



**Add Equipment**

LAS VEGAS PAVING CORPORATION  
 Bobcat 256C Skid Steer, Diesel, 82HP, 2350lbs  
 Number: 1.00    Hours: 8.00

LAS VEGAS PAVING CORPORATION  
 Bobcat Auger Loader, Attachment, 15C w/12" bit  
 Number: 1.00    Hours: 8.00

**Figure 16-8: IDR Equipment List**

5. Record the following required information in the New Personnel window (Figure 16-9 and Figure 16-10):
  - 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: 1  
 Hours: 8

**Figure 16-9: IDR Personnel Entry**



**Add Personnel**

LAS VEGAS PAVING CORPORATION  
 Foreman - Donald Driver  
 Number: 1.00    Hours: 8.00

LAS VEGAS PAVING CORPORATION  
 Laborer  
 Number: 3.00    Hours: 8.00

LAS VEGAS PAVING CORPORATION  
 Operator  
 Number: 2.00    Hours: 8.00

**Figure 16-10: 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 – FENCE 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 Fence Item photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Records\3.# Photographs with Descriptions directory.
- Review Fence 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 2016-03-19 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.