

# PERMANENT SIGN ITEMS

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## OVERVIEW

Permanent Sign Items have different documentation requirements for each unit of measure (UOM). All Permanent Sign Items must be counted, measured and calculated, or based on plan. Documentation examples for a few selected sign 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 – SIGN ITEMS

- Use the Agreement Estimate Report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Sign Summary Lists (Figure 20-1) the Sign Locations (Figure 20-2), located in the Contract plans to, help identify items, quantities, descriptions and locations.

SIGN SUMMARY										STATE	PROJECT NO.	COUNTY	SHEET NO.							
										NEVADA	NHP-080-3(065)	HUMBOLDT	TS 52							
Remarks	Brace Length (ft)	Length (ft)		Post** Type and Size (in)	Quantity (in. ft)	Slope	Cone & Outer	Panel Size (in. x in.) w h	Panel Area (Square ft.)	New Bid Item Number	Sign No.	Panel Size (in. x in.) w h	Panel Area (Square ft.)	Removal Bid Item Number	Sign Message	Sign Station	Location		Sign Number	
		Inner	Outer														# of Posts	New		Removal
	12' 2"			3" RND SNSL POST	7	8 : 1		36 x 36	9.00	827 0160	RS-1	36 x 36	9.00	827 0240	DO NOT ENTER					
MOUNT BACK TO BACK								36 x 12	3.00	827 0160	RS-1R	36 x 12	3.00	827 0240	ONE WAY (ENCLOSED IN RIGHT ARROW)	"RSC" 23 + 70	LT	130	130R	
MOUNT BACK TO BACK								36 x 12	3.00	827 0160	RS-1L	36 x 12	3.00	827 0240	ONE WAY (ENCLOSED IN LEFT ARROW)					
	12' 2"			3" RND SNSL POST	7	8 : 1		36 x 36	9.00	827 0160	RS-1	36 x 36	9.00	827 0240	DO NOT ENTER					
	12' 1"			2.5" SQ 12 GA POST	7	8 : 1		36 x 36	7.48	827 0160	R1-1	36 x 36	7.48	827 0240	STOP	"RSC" 23 + 85	LT	131	131R	
	11'			2.5" SQ 12 GA POST	7	8 : 1		12 x 18	1.50	827 0160	M1-8	12 x 18	1.50	827 0240	BICYCLE ROUTE MARKER	"RSC" 24 + 85	LT	132	132R	
	11' 1"			2.5" SQ 12 GA POST	7	8 : 1		12 x 6	0.50	827 0160	Mk-1	12 x 6	0.50	827 0240	HORIZONTAL ARROW					
	11' 1"			2.5" SQ 12 GA POST	7	8 : 1		36 x 24	8.00	827 0160	RS-1A	36 x 24	8.00	827 0240	WRONG WAY	"RSC" 28 + 10	RT	133	133R	

Figure 20-1: Sign Summary List

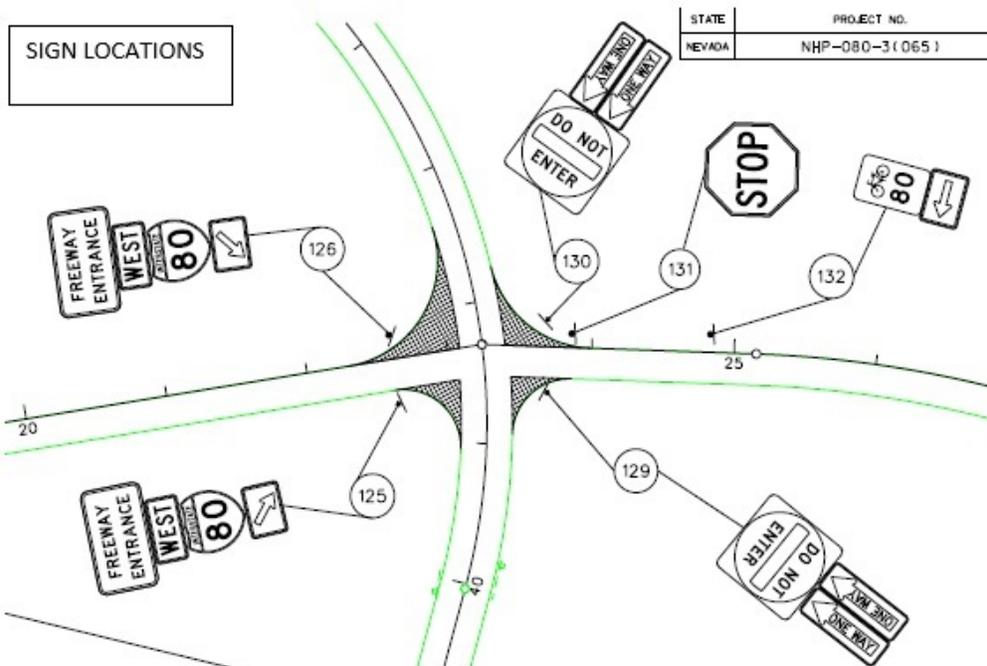


Figure 20-2: Sign Locations

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

- Contract Modifications

**Note:** When any changes are made to an item, reference the Contract Modification number in the IDR item posting remarks.

- Turn in ALL sign 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 20-3):
  - Date
  - Weather
  - Low and high temperature
  - Attachments (N/A) – Send ALL photos via email.
  - Remarks – Verify with the RE on what information is required.

**Figure 20-3: 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 RE 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 Permanent Sign item postings:**

- If there are questions on whether an EACH item can be listed separately or combined, contact the Construction Admin Section for assistance.
- If the message, panel size, sign number and the SQFT match the Sign Summary Sheets in the Contract plans, enter the Sign Station in the Location box and the New/Removal Sign Number in the Posting Remarks (Figure 20-5 and Figure 20-6).
- If the message, panel size, sign number and the SQFT DOES NOT match the Sign Summary Sheets in the Contract plans, you will need to document the message, panel size, sign number and the SQFT in the Remarks of your posting with an explanation of why the sign does not match the Sign Summary Sheets (Figure 20-7 and Figure 20-8).
- Refer to Figure 20-4 through Figure 20-8 for examples of sign item postings with different UOM.

The screenshot shows a 'New Item Posting' form. The 'Item' dropdown is set to 'PERMANENT OVERHEA...'. The 'Proj/Catg' is '60638C2C, 04, Install and Re...'. The 'Contractor' is 'LAS VEGAS PAVING CORP...'. The 'Qty' is '1' with the unit 'EACH'. The 'Location' is '"LSE" 420 + 19 RT'. There are empty input fields for 'Station From' and 'Station To'. An 'Attention Flag' is present. The 'Remarks' field is empty. A small text at the bottom right of the form indicates '255 remaining'.

**NOTES for Sign EACH Figure 20-4):**

- Payment for EACH items will be based on field count.
- Enter the Line Designation and left, right or center line in Location.
- Sig. Fig. = 1

**Figure 20-4: IDR Item Posting – Sign EACH**

The screenshot shows a 'New Item Posting' form. The 'Item' dropdown is set to 'PERMANENT SIGNS (GR...'. The 'Proj/Catg' is '60638C2C, 04, Install and Re...'. The 'Contractor' is 'LAS VEGAS PAVING CORP...'. The 'Qty' is '7.46' with the unit 'SQFT'. The 'Location' is '"R3C" 23 + 85 LT'. There are empty input fields for 'Station From' and 'Station To'. A 'Materials' icon is visible. An 'Attention Flag' is present. The 'Remarks' field contains the text 'New Sign # 131'. A small text at the bottom right of the form indicates '241 remaining'.

**NOTES for Sign SQFT (Figure 20-5):**

- Payment for SQFT item will be based on plan quantity.
- Enter the Sign Station and left, right or center line in Location.
- Enter the Sign Number from the contract plans in Remarks.
- Sig. Fig. = .01

**Figure 20-5: IDR Item Posting - Sign SQFT**

**New Item Posting**

Item: PERMANENT SIGNS, RE...  
 Proj/Catg: 60638C2C, 04, Install and ...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: 7.46 SQFT  
 Location: "R3C" 23 + 85 LT  
 Station From: [ ] + [ ]  
 Station To: [ ] + [ ]  
 Attention Flag:   
 Remarks:  
 Removal Sign # 131R  
 236 remaining

Figure 20-6: IDR Item Posting – Sign (Remove or Reset) SQFT

NOTES for Sign (Remove or Reset) SQFT (Figure 20-6):

- Payment for SQFT item will be based on plan quantity.
- Enter the Sign Station and left, right or center line in Location.
- Enter the Sign Number from the contract plans in Remarks.
- Sig. Fig. = .01

**New Item Posting**

Item: PERMANENT SIGNS (GROU...  
 Proj/Catg: 60950C1C, 01, Re-align US-93 u...  
 Contractor: ROAD & HIGHWAY BUILDERS ...  
 Qty: 12.00 SQFT  
 Location: "R3C" 23 + 70 LT.  
 Station From: [ ] + [ ]  
 Station To: [ ] + [ ]  
 Attention Flag:   
 Remarks:  
 New sign #130  
 Sign No. R6-R Panel Size 36x12/144=3.00 One Way  
 (Enclosed in Right Arrow)  
 and R5-1 Panel Size 36x36/144=9.00 Do Not Enter  
 Sign No. R6-1L was never installed. Message - One Way  
 (Enclosed in Left Arrow)  
 36 remaining

Figure 20-7: IDR Item Posting - Sign SQFT

NOTES for Sign (Remove or Reset) SQFT (Figure 20-7):

- Payment for SQFT item will be based on field measurements and calculations if different than plan.
- Calculation for SQFT =  $L \times W / 144$  (converting inches to feet).
- Enter the Sign Station and left, right or center line in Location.
- Enter the Sign Number, panel size, SQFT and message in Remarks.
- Sig. Fig. = .01

**New Item Posting**

**Item:** PERMANENT SIGNS (GR...)

**Proj/Catg:** 60660C2C, 05, SIGNING 85...

**Contractor:** FISHER SAND & GRAVEL CO

**Qty:** 119.00 SQFT

**Location:** "LNE" 318+50 RT

**Station From:**  +

**Station To:**  +

**Materials:** 

**Attention Flag:** 

**Remarks:**

Message = Red Rock Canyon, Death Valley Next Right  
 Panel size = 204 x 84  
 Sign # = Special per CM # 3  
 204 x 84 / 144 = 119.00 sqft.

120 remaining

NOTES for Sign (Remove or Reset) SQFT (Figure 20-8):

- Payment for SQFT item will be based on field measurements and calculations if different than plan.
- Calculation for SQFT = L x W / 144 (converting inches to feet).
- Enter the Sign Station and left, right or center line in Location.
- Enter the Sign Number, panel size, SQFT and message in Remarks.
- Sig. Fig. = .01

**Figure 20-8: IDR Item Posting – Sign (Remove or Reset) SQFT**

4. Record the following required information in the New Equipment window (Figure 20-9 and Figure 20-10):
  - 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 20-9: IDR Equipment Entry**



Figure 20-10: IDR Equipment List

5. Record the following required information in the New Personnel window (Figure 20-11 and Figure 20-12):
  - 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.



Figure 20-11: IDR Personnel Entry



Figure 20-12: 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 – SIGN ITEMS

- Save Permanent Sign Items photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Records\3.? Photographs with Descriptions directory.
- Review Permanent Sign Items 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).
- 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.

