HOUR - DAY - MONTH ITEMS

This chapter contains the following sections:

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
  - Contract Modifications

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

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 21-1):
   - 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 21-1: 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 count.
   - 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.

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

NOTES for HOUR (Figure 21-2):
- Payment for HOUR is based on time.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .5 (to the nearest one-half (0.5) hour)

Figure 21-2: IDR Item Posting – HOUR

Figure 21-3: IDR Item Posting – HOUR

NOTES for HOUR (Figure 21-3):
- Payment for HOUR is based on time.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 0.5 (the nearest one-half (0.5) hour)
- When paying Flagger, check the expiration date on each flagger's card.
- When paying Flagger, enter an explanation as to why the flaggers were required.

Figure 21-4: IDR Item Posting – DAY

NOTES for DAY (Figure 21-4):
- Payment for DAY is based on days charged.
- 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. = 1 (Significant figure is paid to the whole number (1), unless payment is split between two AEB numbers, then the significant figure is (0.5) on each AEB number to equal a whole number.

Figure 21-5: IDR Item Posting – DAY

NOTES for DAY (Figure 21-5):
- Payment for DAY is based on days charged.
- 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. = 1 (Significant figure is paid to the whole number (1), unless payment is split between two AEB numbers, then the significant figure is (0.5) on each AEB number to equal a whole number.

Figure 21-6: IDR 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.
- The beginning and ending dates for the month will be listed in the posting.
- Sig. Fig. = increments of (0.5), or to the whole number (1).

Figure 21-7: IDR Item Posting – MONTH

4. 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 – 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.*

Figure 21-8: IDR Equipment Entry

Figure 21-9: IDR 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 – Details of personnel type (e.g., foreman, laborer, truck driver).
- Number – How many of each title.
- Hours – Total hours worked.

Figure 21-10: IDR Personnel Entry

Figure 21-11: 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 – HOUR-DAY-MONTH ITEMS

- 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 Location

2. Generate the IDR.