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| <b>OFFICE OF STATE AID ROAD CONSTRUCTION</b> |                            |   | S.O.P. NO. SA II-1-39   |
| <b>STANDARD OPERATING PROCEDURES</b>         |                            |   | Page 1 of 2   |
| Subject: S.O.P. PROJECT DIARY                |                            |   | Distribution<br>A, B, C, D, E                                   |
| EFFECTIVE<br><br>July 1, 2005                | ISSUED<br><br>July 1, 2005 | SUPERSEDES<br>Page 1 of 2<br><br>S.O.P. NO. SA II-1-39<br><br>EFFECTIVE: October 15, 2001 | APPROVED<br><br>J. Brooks Miller, Sr.<br><br>STATE AID ENGINEER |

PURPOSE: To State Policies and Procedures For Maintaining The Project Diary.

1. GENERAL:

The County Engineer or person authorized to act for him shall maintain a daily diary on all projects. Each diary sheet is to be signed by the preparer and the County Engineer as indicated. The Engineer shall begin diary entries on the effective date of the Notice To Proceed or the first day of work, whichever comes first.

Diaries should be brief, factual, and concise, but complete so that the reader who may never have visited the project, but is generally familiar with construction work, can form an accurate picture of each day's work after reading all diary entries for that date.

It must be understood that in the event of a claim, the project diary will be the primary document concerning weather, progress, suitability and condition of equipment, acceptability of work completed, engineering activities, etc.

It is essential that County Engineers review the project diary critically to assure that all data is included and is presented in a complete, accurate and intelligible manner.

Each diary sheet should have the project number, county and contractor identified in the spaces provided. It is preferred that diaries be typed, however, entries written in ink are acceptable.

2. WEATHER DATA AND WORK DAYS:

2.1. Weather and soil data should be complete and as accurate as possible for the periods indicated. All blanks should be completed for each day, including Saturdays and Sundays during the active life of the project.

2.2. The County Engineer must be aware that work days are charged in accord with the definition in Subsection S-101.02 of the Specifications and note specific reasons when work days are not charged.

3. CONTRACTOR'S OPERATIONS:

3.1. At the beginning of each phase of construction, a complete listing of the Contractor's major equipment should be noted in the diary. Thereafter the daily entry may reference a previous correct listing with any changes noted.

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- 3.2. The diary entry should indicate when work is performed by a subcontractor. On the first day of subcontractor activity, the date of final approval of the subcontract request should be noted and state if the subcontractor is a DBE. Final approval is by the State Aid Engineer for State Aid projects and by the Executive Director of the MDOT for projects utilizing federal funds.
- 3.3. Facts relating to the Contractor's operation should include information from the Inspector's Daily Report(s) and any other pertinent data that should be a part of the permanent record. Any discussion, agreements, disagreements or relevant comments regarding progress, workmanship, etc., should be recorded. Location of work being performed should be noted and the days production should be recorded when appropriate.

Visitors to the project should be indicated and any pertinent discussions recorded.

4. ENGINEERING ACTIVITIES:

This section should show the name, activity and hours (times of arrival and departure) on the project of each employee who had time charged to the project during the day. All engineering activities should be recorded including inspection, field party activity, visitors to projects including State Aid Personnel and any discussions or decisions relating to the project.

5. MISCELLANEOUS:

- 5.1. The diary is to be prepared daily except when a stop work order has been issued or during long periods of inactivity. If projects are inactive for more than two weeks, it will not be necessary to keep the diary during the inactivity, but when activity resumes an entry should be made that "No activity since \_\_\_\_\_ (Date)".
- 5.2. When two projects are covered under a single contract, a line should be drawn down the center of the body of the form and Contractor's Operations and Engineering activities for the individual projects entered on each side of the vertical line.
- 5.3. Corrections to the diary are not permitted after being signed and submitted. If an error is discovered in a previously submitted diary sheet, an entry should be made in the diary on the date the error is discovered indicating the correct information and the date of entry on which the error was made. A corrected diary sheet should then be made containing the additional and/or corrected information and distributed as "CORRECTED DIARY SHEET,    (DATE)   ". The original diary sheet should remain in place.