

Daily Work Report Remark Types

There are many remark types. It is recommended that the user uses the remark type that is applicable to the information being entered and not use just one type.

DWRAccident – Any accident on the job site; equipment, vehicle, personnel, station(s), weather, time of accident and any other known information should be documented as specifically as possible.

Example - One of the Prime Contractor's employees crossed the interstate traffic in front of on-coming traffic and caused an accident at station 1150+10. Accident occurred at 3:16 pm. Roadway was dry, and no precipitation occurred. The MHP was notified. No injuries are known of at this time. All other specific information can be obtained from the incident report (put document path and filename here).

DWRAsBuilts - Any information that differs from the plans.

Example- Per sheet 36, station 1530+86 LT the concrete pad shown in the plans to be removed is actually asphalt on site. Per EPM, we will keep the asphalt as it looks like it is good condition and plans show that this approach was to be paved.

DWRCRLabor - Includes any relevant EEO information

Example – I performed a Bulletin Board Inspection today. The bulletin board has all appropriate information. Subcontractor C mobilized equipment to the job today. They have an approved subcontract and have submitted their annual EEO submissions as required. Labor Compliance checks for both the Prime and Sub contractor B was completed.

DWRComment – General comments about the site conditions and site work for the day.

DWRConversations – Include any conversations with the contractors, suppliers, etc.

Example – I discussed the anticipated work schedule for the next week with Bill (Prime), Bill said that they plan to postpone paving this week due to their paving breaking down. He said they plan to start paving next week on Monday, 6/21/24.

DWRCorrection – A new DWR can be made for the same date as a previous DWR that had been locked on an estimate.

Example – Correction to DWR 2/10/20, sequence 1. Pay item for concrete should have shown for station 10+50 to 15+30 RT, not 9+63 to 9+79 LT.

DWR Crew Activity – Indicates the work assignments on the project.

Example – Joe-pipe inspection at multiple locations, Tom-traffic control, Mike-embankment testing

DWR Erosion Control – Includes any notes relevant to erosion control on the project.

Example – I performed a Storm Water Permit inspection today. I notified the contractor that maintenance on the silt fence is necessary at station 22 +30 RT.

DWR Items - Surveyed / Staked – Includes a description of survey and / or staking work that has been completed for the day.

Example – Paul's staking crew was slope staking from 10+15 to 30+90 LT/RT today. Jim's staking crew ran level loops from 40+50 to 80+10 LT/RT.

DWR Materials – Includes any materials that were delivered to the project or materials that had been sampled for testing.

Example – The bridge piling was delivered today with material certificates. Sample # 1 for CAC was obtained from the stockpile for proctor/sieve analysis.

DWR Operation- Operation of Work – Includes any relevant information regarding the contractor's operation of work, schedule, planned activities, etc.

Example – Sub contractor B plans to start work after the existing bridge is removed at 13+50 to 14+00 CL. They will begin marking out for the bridge piling for Bent 1 tomorrow. The contractor would like to begin pounding pile on Saturday, 8/12/24.

Example – Contractor is setting for grade for the box culvert at 15+90. They want to begin laying the box culvert on the left side and then fill. They will divert traffic to the LT when the fill has been completed and can start for grade on the RT.

DWR Problem – Includes any problems, difficulties, etcetera encountered associated with the project. If you document a problem, make sure to document the resolution.

Example – Contractor uncovered saturated material under the existing PTW that was set up for use as embankment on the roadway. Spoke with the EPM and Contractor. Agreed to do the dig out of the oversaturated material and replace at contract unit price.

DWR Traffic – Includes any relevant traffic control information.

Example – The traffic control contractor installed the permanent traffic control on each end of the project. They recommended reducing traffic velocities to 45 mph due to the approach and shoulder work on the project. The EPM approved the recommendation at 8:30 AM.

DWRTstAgg - Any aggregate material that was tested. User can also use this field to document the Sample ID for any samples obtained, tested and/or turned into the lab.

Example – Aggregate inspector tested CAC material for stations 15+00 to 20+50 LT in the trailer.

Example - Compaction testing between 715+35 to 716+10 RT of Mainline.

Example – Lab came out to due an IAC on myself. Inspector Y as observing IAC/testing practices.

DWRTstAsphalt – Sampled asphalt binder/emulsion. User can use this field to note the Sample ID number(s) for the specimens obtained for that day.

Example – Samples 1-1A and 2-2A sampled from the tanker. Sample was obtained from the driver of the truck. Invoice numbers 1234 & 5678.

Example - Hot plant is up and running. PG samples 1-5a obtained from the tankers as they were discharging into the storage tanks.

Example – Lab performed IAC for binder for myself.

DWRTstConc - Concrete tested for the day. User can use this field to note the Sample ID number(s) for the specimens obtained for that day.

Example - Concrete poured at 15+00 to 20+00 LT for curb gutter. Properties tested at 5.9% air, 80° Temp, 4in slump, cylinders lot 1, 1-4 created. Sample ID xxxxxxxxxxx

Example - Concrete cap at 2+36 to 2+47 removed due to failure on strength per EPM.

DWRTstEMB - Embankment tested for the day

Example - Compaction testing from 1100+00 to 1155+00 RT. Compaction was showing low on the moisture. Contractor added water and recompacted. Testing shows that it meets within the moisture requirements of +/- 2%.

Example - Embankment material changed. New sample obtained by Torry of ZZX Contracting from STA 1982+55 RT. Material is being placed at 1985+10 to 2100+00 RT.

Example - Compaction tested at 45+00 RT, app pipe.

DWRVisitors on Project – Includes any visitors to the project.

Example – Fred Beal visited the jobsite today and reviewed the prestressed concrete beam placement. Fred also inspected the damaged beam end at abutment #1. FHWA came out to do a site inspection for the project.

DWRWeather – Includes any relevant weather information, effect it had on the days' work, etc.

Example – Only 50% of the days' work was able to be completed due to the snowstorm that occurred at 11:00 AM and lasted through the end of the day, therefore this is a non-chargeable day.

Example - 0800 - Clear with a slight breeze. About 70 degrees. 1352 – Storm clouds are starting to appear. Contractor watching to see if thunderstorms begin.

DWRWork Shift – Indicates the work shift for each contractor. Delays would be included here if appropriate. This could be entered each day for each contractor or once for each contractor to denote what is in the contract and then put comments in if exceptions apply.

WEA – Weather: This is a field that does not need to be used as we have the DWRWeather type.