

## Items in a Daily Diary Checklist

A daily diary is a document that contains critical, project-specific information. Below are items that should be included in a daily diary.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

### Sections

- **Date**
- **Weather**
- **Description of the Work**
- **Instructions to the Contractor**
- **Important Discussions**
- **Office or Field Visitors**
- **Progress of Work**
- **Work Start or Shutdown**
- **Staking and Surveys**
- **Follow-up**
- **Test Result Documentation**
- **Safety Documentation**
- **Unusual Occurrences**
- **Traffic Control Documentation**
- **Pay Item Documentation**
- **Equipment and Labor**

**Date**

- It is important that the date be the same as when the work was observed
- If the work continues overnight, both dates should be shown
- Start and stop time should be included for each individual item of work and progress should be documented

**Weather**

- Weather should be specific to the project location
- Emphasize impacts to project (was the contractor able to work?)

**Description of the Work**

- Items to be entered include such information as:
  - Who did the work?
  - What was done?
  - When was it started and completed?
- The inspector's diary should represent a summary of the day's construction activities assigned to the inspector
- In addition to recording inspection observations and measurements, inspectors should summarize delays, breakdowns, idle time, changes in production rates, work accomplished, and other important events that effect or objectively explain the contractor's progress
- It is very important to provide the date; the inspector should record when a subcontractor begins work on the project and when that subcontractor's work was complete

**Instructions to the Contractor**

- Clearly explain any order given to the contractor and to which specific contractor employee**
- Explain the contractor's response**
- Follow-up with result of order (stop work order)**
- Recording an inspector's observations and measurements provides valuable quality control information**
- List any feedback with facts only from the contractor including if they agree, disagree, or request escalation**

**Important Discussions**

- Discussions that should be documented include:**
  - Calls or discussions
  - Meetings
  - Schedule changes
  - Work hours
  - Equipment
- Explain discussions with contractor or stakeholders such as:**
  - Utility company representatives
  - Auditors or others present on the job site
  - With whom discussions were held

### Office or Field Visitors

- When there are office or field visitors and inspections done by others, you should clearly identify and document:**
  - Who
  - What
  - Where
  - When
  - Results
- Explain visits from others to the project (construction operations personnel, employees of local governments, or utility companies)**

### Progress of Work

- Identify specific work being rejected, and include the reason**
- Show the limits of the work, including start and stopping points**
- Explain pass or fail results**
- Provide labor items**
- When documenting labor items, list the work time, for example:**
  - Sandblasting
- List the classification of worker such as labor class, for example:**
  - Carpenters
  - Laborers
  - Electricians
- Include the number of workers and the hours that were worked**

### Work Start or Shutdown

- Document the following:**
  - Equipment breakdowns
  - Idle equipment
  - Weather impacts or unusual occurrences
  - Identify specifics of each issue; i.e., what, what time and where
  - Was a stop order issued by the DOT?

### Staking and Surveys

- It is important for the inspector to ensure that the staking is complete and correct**
- Document if staking is not visible or if staking has been completed incorrectly**

### Follow-up

- Document the results of any preliminary inspection, layout, materials, dimensions, workmanship, or performance**
  - Ensure that these meet contract requirements
- Notify contractor of any deficiencies**
- Provide an explanation of steps taken to correct noted problems or rejected items**

### Test Result Documentation

- Document test results**

- Identify test taken, identify results (pass or fail), and complete other information in the diary, if required
- Provide a summarization of test results as well as any retest results

### Safety Documentation

- Items such as safety, public convenience, traffic control issues, and so forth, should be resolved and reported as needed to the proper authorities
- Only document that an accident occurred, who responded, the report number, and reference an approved traffic control plan
- Other safety factors stating facts not opinions

### Unusual Occurrences

- If anything unusual occurs, be sure to document:
  - Description of unusual occurrence
  - Net effect on work progress
  - Increase in work force required
  - Equipment and materials used
  - Other pertinent information
- Examples of unusual occurrences include:
  - Excavated materials
  - Pipe trenching
  - Drilled shafts
  - Archaeological finds
  - Discovered utilities
  - Encountering endangered or protected species

- Provide an explanation of the impact on the project and if a stop-work order was required

### Traffic Control Documentation

- Documentation of traffic control should include:
  - Lane closures or changes
  - Traffic control changes
  - Number of flaggers on project
  - Department of Public Safety (DPS) officers on duty
- The diary should contain a discussion of signs down, dirty signs, or other traffic control issues
- Does traffic control match the approved plan?
  - This needs to be stated in the diary

### Pay Item Information

- Pay item information should include:
  - Location
  - Quantity
  - Correct unit of measurement
  - Item number
  - Item description
  - Section
- Pay quantities are required to be measured and documented for contract payment and tracking purposes
- They should be measured and entered daily
- These include any partial payments for material

**Equipment and Labor**

- DOTs may want their inspectors to include equipment information in their diary. This could include:**
  - Description
  - Equipment ID
  - Make
  - Model number
  - Work description
  - Hours in operation
  
- Some DOTs require inspectors to include in their diaries the number of workers, hours, and description of the work**