

Grading Project Documentation Diaries Checklist

For a grading project, there may be more than one diary for documentation.

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

- **Project Diary**
- **Spread Diary**
- **Pipe Diary**
- **Documentation**

Project Diary

- The project inspector is responsible for the Project Diary**
- This diary may include:**
 - Summary of contractor's work
 - Conversations with the Resident Construction Engineer (RCE), contractor's superintendents, local property owners, and visitors
 - Changes to plans or specifications or documentation of traffic control
 - Work on contract items, etc.
- Indicate the date, time started, time stopped, and whether there was a work day charged**
- Record the weather and the average temperature of the day**

Spread Diary

- The grade inspector is responsible for the Spread Diary**
- This diary may include:**
 - Activity of one or more grading spreads
 - Superintendent’s name, crew number, and location of all work done each day
 - List of each separate contract item the crew is working on
 - Estimated quantities of contract items for each day
- Record conversations with the foreman, property owners, RCE, project inspector, and visitors**
- Complete an equipment log**

Pipe Diary

- The pipe inspector is responsible for the Pipe Diary**
- Similar information as the spread diary should be recorded**

Documentation

- The point of the Daily Diary is to provide accurate records of daily activities**
- This record provides the Department with information to resolve disputes**
- A log of equipment used by the contractor can show if a contractor is making a serious effort to complete the project**
- The inspector is required to keep track of all contract items**
- Daily quantity of each item should be recorded for payment purposes**