

Daily Diary Checklist

Below is a checklist covering the information that should be recorded in a daily diary. These items are not specific to earthwork; rather, it is information that should be recorded for any type of project.

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.

Section

- Routine Information
- Special Occurrences or Problems
- Other Encounters
- Summary of Work

Routine Information

- Project ID
- Type of work performed
- Location of work performed
- Times of start and stop of work
- Weather conditions
- Important phone calls or other communications sent or received
- Inventory of contractor's equipment and personnel being used for the work
- Visitors to the project

Special Occurrences or Problems

- Official visits to the project
- Unusual conditions that may affect work
- Times and causes of delays
- Unsuitable soils, water seepage, and unforeseen conditions

Other Encounters

- Important discussions with the contractor and special instructions given
- Rejection of any materials or work and reason
- Changes, adjustments, or corrective actions taken by the contractor
- Other information that may be relevant to any potential disputes or claims

Summary of Work

- Backfilling
- Clearing
- Grubbing
- Topsoil removal or placement
- Excavation
- Drainage
- Compacting

**Earthwork Series –
Excavation
AT-TC3CN024-18-T1-JA01**



- Disking**
- Blading**
- Watering**