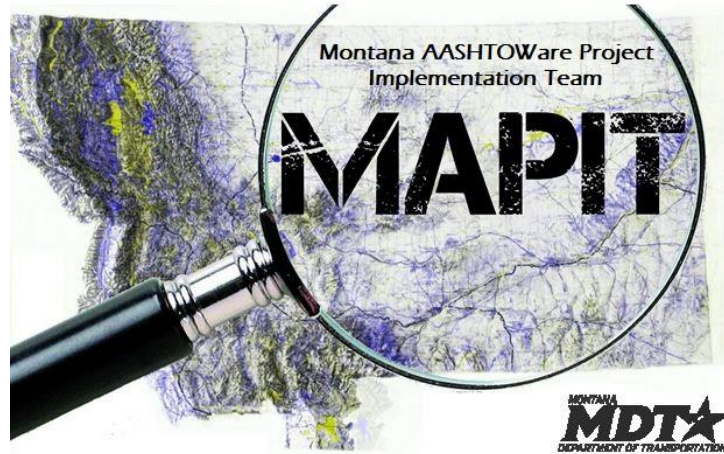MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials

MDT Procedure
Process: Daily Work Report Maintenance

Date: November 20, 2017
Updated: September 28, 2021

❑ **Process Definition**

This process defines the steps for creating a daily work report, satisfying material requirements, creating sample records via the DWR and correcting quantities.

❑ **Acronyms and Definitions**

DWR – Daily Work Report

EPM – Engineering Project Manager

FA – Force Account

FOP – Field Office Person

MDT – Montana Department of Transportation

QA – Quality Assurance

QPL – Qualified Products List

❑ **MDT Procedure**

1. The EPM will assign an operation of work (with its associated bid items) to a crew member, who will be responsible for filling out DWR(s) for that work.

2. Navigate to Contract Administration > Contract Progress > Daily Work Reports
   a. Click Add and Save.
   b. Select Weather AM from the dropdown list.
   c. Select Weather PM from the dropdown list.
   d. Enter High Temperature.
   e. Enter Low Temperature.
   f. Record specific and/or multiple weather recordings using the Weather Remark type and Remarks.

▼ Contract: 03315 - RED LODGE - NORTHWEST				Save
DWR Date: 03/29/2017	Inspector: JamesK	Sequence: 1	Status: Draft	

General	
Notes	
Contract Time	
Contractors On Site	
Contractor Equipment	
Contractor Personnel	
Contractor Staff	
Agency Staff	
Work Items	
Acceptance Records	
Force Account Contractors	

DWR Date *
03/29/2017 🗓

Inspector *
🔍 JamesK
James Kathryn A

Weather AM
Cloudy - Cloudy ▾

Weather PM
CloudyWindy - Cloudy and Windy ▾

Low Temperature
37

High Temperature
58

Stormwater Event
No

Rainfall Amount
[   ]

Contractors Onsite

Remarks
0

Federal Project Number
STPP 78-1(11)1

Entered By
JamesK - Kathryn James

Entered Date
03/29/2017 2:40:31 PM

Approval Date

Approved By

Payment Est Num

Payment Est Status

Work Items Installed
No

▼ Remarks

Type *	Remark *		
DWRComment - DWR Comment ▾	General comments go here.	🔍	✖
DWRTstConc - Tested concrete ▾	General	🔍	✖
DWRTstAgg - Tested aggregate ▾	CAC	🔍	✖
▾		🔍	

3. Fill out a DWR every day when work is being performed. The "copy contractor information" option can be used to repeat a previous day's entry. If used, remove or update inapplicable information so that the DWR accurately reflects what occurred on the project **that day**. Include the following at a minimum:

   a. DWR Info (Remarks)

      1) Accidents, if applicable.

      2) Testing of Aggregate, Asphalt, Concrete and/or Embankment. This assists with tracking for the Independent Assurance Program (IAP).

      3) Conversations with a contractor (or subcontractor), the public, EPM, designer, or other.

      4) Crew Activity.

      5) Erosion Control, if applicable, especially rain events and damaged devices.

      6) Operation of Work (for contractor or subcontractor), including the status of the work.

      7) Problems Encountered, including any decisions made.

8) Weather, if needed, including its effect on work.

9) Work Shift (for each contractor or subcontractor), including work shutdowns or alternate schedules.

10) Traffic Control, if applicable

11) Materials Information, indicating materials used or sampled

12) Visitors on Project, indicating personnel not typically on the job

13) Items Surveyed/Staked, when contractor requests staking, survey crew activity

14) General, including miscellaneous remarks

b. Contractors

1) Click on the Contractors On Site tab.

2) Click on the Select Contractors button and check all the applicable contractor(s) on the work site and click on the Add to DWR Contractors button.

3) Enter the Start and End Times and Hours.

4) Click Save.

5) Click on the Contractor Personnel Tab

6) Click on the Row Action button and choose Select Personnel.

7) Check all applicable personnel types and click on the Add to DWR Contractor Personnel button.

8) Enter the number of contractor (or subcontractor) personnel used in the operation being inspected and total hours.

9) Click Save.

10) Click on the Contractor Staff tab.

11) Click on the Row Action button and choose Select Staff.

12) Check all applicable supervisors and/or foreman and click on the Add to DWR Contractor Staff button.

13) Enter the number and total hours.

14) Click Save.

Contractors On Site	∨ Contractor						Records	
Contractor Equipment	HOLLOW CONTRACTING INC						2	
Contractor Personnel	**Start Time**	**End Time**	**Hours**	**Prime**	**Equipment**	**Personnel**	**Staff**	**DBE Certified**
Contractor Staff	12/12/2016 8:00:53 AI	12/12/2016 5:00:35 PI	7.500	Yes	Yes	Yes	Yes	No

	Personnel	**Personnel Description**	**Ref Employee**	**Employee ID**	
Agency Staff	PowerEquip1	Power Equipment Operator			
Postings	**Number On Site** ▾	**Total Hours** ▾	**Decision Class** ▾	**Comments** ▾	
Acceptance Records	2	7.500	Q Begin typing to search or pres		
Force Account Contractors					

	Laborer1	**Laborer**			
	1	4.000	Q Begin typing to search or pres		

Contractors On Site	∨ Contractor						Records	
Contractor Equipment	HOLLOW CONTRACTING INC						1	
Contractor Personnel	**Start Time**	**End Time**	**Hours**	**Prime**	**Equipment**	**Personnel**	**Staff**	**DBE Certified**
Contractor Staff	12/12/2016 8:00:53 AI	12/12/2016 5:00:35 PI	7.500	Yes	Yes	Yes	Yes	No

	Staff ID	**Staff Description**	**Ref Employee**	**Employee ID**	
Agency Staff	SmithJ	John Smith			
Postings	**Number On Site** ▾	**Total Hours** ▾	**Decision Class** ▾	**Comments** ▾	
Acceptance Records	1	8.000	Q Begin typing to search or pres	Supervisor	
Force Account Contractors					

c. Equipment

1) Click on the Contractor Equipment tab.

2) Click on the Row Action button and choose Select Equipment.

3) Check all applicable equipment and click on the Add to DWR Contractor Equipment button.

4) Enter the number and type of contractor (or subcontractor) equipment being used in the operation being inspected.

5) If the equipment breaks down, indicate the hours of operation and the time of the breakdown in the Remarks.

Contractors On Site	∨ Contractor						Records	
Contractor Equipment	HOLLOW CONTRACTING INC						4	
Contractor Personnel	**Start Time**	**End Time**	**Hours**	**Prime**	**Equipment**	**Personnel**	**Staff**	**DBE Certified**
Contractor Staff	12/12/2016 8:00:53 AI	12/12/2016 5:00:35 PI	7.500	Yes	Yes	Yes	Yes	No

	Equipment Description	**Equipment ID**			
Agency Staff	Crane	Crane1			
Postings	**Number On Site** ▾	**Number Used** ▾	**Hours Used** ▾	**Hours Idle** ▾	**Comments** ▾
Acceptance Records	1	1	6.000	2.000	Comments go here
Force Account Contractors					

Truck		**Truck1**			
1	1	4.000	2.000		

Water Truck		**WaterTruck1**			
1	1	3.500	4.500		

Truck		**Truck1**			
1	1	5.750	1.250		

d. Work Items

1) Click on the Work Items Tab.

2) Click on the Select Items button.

3) Items can be filtered by Project, Category and Contractor. All items will display under the Prime contractor. Items can be searched by name or item code in the search field.

4) Check the row for each applicable item. Click Save to add the item(s).

5) Expand the item to create a new work item or select New Posting.

6) Select the Contractor from the dropdown list.

7) Enter a general description for the work item in the Location/Description field. This can be a location or a reference to the documentation that contains the information (e.g. Excel spreadsheet, MicroStation file, QA, etc.). Include the file name, if applicable If Miscellaneous Work is being recorded for a force account, indicated the FA number.

8) Enter information in the DWR Agency View if there is one associated to the item. From the DWR Item Posting row, select the Action button and click on the appropriate DWR Agency View. If the view will not work (e.g. complex area), include Remarks to indicate where the documentation is and the file name. Fill the agency view out completely. After the agency view is complete and the total has been calculated, save and click on the DWR Item Posting link to return to the posting. The Placed Quantity field on the DWR Item Posting will be auto-populated from the agency view. If no agency view is used, enter the Placed Quantity manually and add a Remark as to why it was not used.

9) Enter Stationing on the DWR Agency View or Excel spreadsheet, if applicable. If one of these is not required, enter the stationing on the DWR Work Item Posting (Station From, Offset Type and Offset Distance). If the bid item is measured by a linear distance, enter a "to" and "from" station. If the item is paid by the unit or each, enter only one station.

10) Check the Plan Quantity checkbox if paying plan quantity. Reference the Detailed Drawing or specification.

11) Select the Material Set from the dropdown list.

12) If the item is partially paid for, indicate this in the Remarks or in the Item Payment DWR Agency View.

13) If the unit of measure is lump sum, use the Payment Desc field in the Item Payment DWR Agency View.

Item ID	Item Description		Attention	Project	Category	Records
609010200	CURB AND GUTTER-CONC		No	4890011000	0001	1
Proj Item Ln Num	Supplemental Description	Current Qty	Unit Price	Extended Amt	Tot Qty Posted	Tot Qty Posted to Dt
0680		1,524.520	17.00000	25,916.84	0.000	0.000

Item Posting Num	Contractor	Station/Location	Placed Qty
1	2050 - RIVERSIDE CONTRACTING, INC. - MSLA	Sta 150+7 + to Sta 178+7 +	

Contractor ●
RIVERSIDE CONTRACTING, INC. - MSLA (Prime)

Attention
0

Placed Quantity

Units
LNFT

Station From
150+7

Agency Views
None

Offset Type

Location/Description

Offset Distance
5

Plan Quantity
☐

Station To
178+7

Material Set
Optimized Gradation

Comments

e. Acceptance Records

    1) Click on the Acceptance Records tab.

    2) Expand the applicable row.

    3) Select the appropriate Action Type

    4) Select the appropriate Field Inspection Value from the dropdown list (Certification Reviewed, Visual Inspection, QPL Verified, etc.)

    5) Select the appropriate value from the Certification Meets Specs or Visually Inspected dropdown lists.

    6) Select the Work Location if applicable.

    7) Select the Source.

    8) If this is QPL, select a Product Name from the dropdown list.

Item ID	Item Description		Project ID	Category ID	Sequence Num	
609010200	CURB AND GUTTER-CONC		4890011000	0001		1
Loc/Desc	Sequence		Qty Posted	Material Set ▾		Materials
			1	Optimized Gradation		3

551.03.02.02 - Concrete-Class General		0.00000	99-ASHGRVM - Ash Grove Cement Co-Mont	-		
CUYD		0.04800			73.17696	0.00000
701.01.03.01 - Combined/Intermediate Concr		-		-		
CUYD		0.04800			73.17696	0.00000

Material	Represented Qty		Source	Facility	Product Name/Seal#/Batch/Lot	
551.02.10.01 - Fly Ash		100.00000	LAFARGECENTR - LaFarge North America C	-	Fly Ash Class C	
Material Units	Conversion Factor		Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty	
LB	1.00000			1,524.52000	100.00000	

Action Type ▾
QCERT - QPL Verification

Field Inspection Value ▾
QPL - Verified on the QPL

Represented Quantity ▾
100.00000

Sample Type ▾

Work Location ▾
Q Begin typing to search or press Enter

Acceptance Method ▾

Source ID ▾
Q LAFARGECENTR
LaFarge North America Centralia Plant

Comments ▾

Facility ID ▾
Q Begin typing to search or press Enter

Sample ID

Product Name/Seal#/Batch/Lot ▾
Q Fly Ash Class C

Sampler ID

Sample Date

SMFMI Decrementation ▾
☑

9) For items that require a sample record as well as DWR acceptance (i.e. Emulsions or Binder), a sample record can be created from the DWR.

    a. Click on the Row Actions button and select Create New Sample Record

Material	Represented Qty		Source	Facility	Product Name/Seal#/Batch/Lot	
551.02.10.01 - Fly Ash		100.00000	LAFARGECENTR - LaFarge North America C	-	Fly Ash Class C	**Actions** ✖
Material Units	Conversion Factor		Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty	Copy
LB	1.00000			1,524.52000	100.00	Create New Sample Record
Action Type ▾				Field Inspection Value ▾		Delete
QCERT - QPL Verification				QPL - Verified on the QPL		Views

    b. In the Administrative office type 'head' and select Headquarters.

    c. Click Save.

    d. A new sample record will be created. Select the sample type and acceptance method if not entered in the DWR acceptance record.

    e. Select Witnessed By, District/Area and any other applicable fields.

    f. Click Save.

g. Click on the Contract tab.

h. Click on the Select Contract Project Items button and hit enter in the search box.

i. Select applicable bid items and click Save when finished selecting.

10) Some materials will require data entered into an agency view from the DWR acceptance record (i.e. Steel heat numbers)

a. Click on the Row Actions Button and select the appropriate Agency View under Views.

b. Enter the applicable information in the agency view.

c. Click Save.

d. Click the arrow to the right of the Previous button and select Contract Daily Work Report Summary at the top of the list to return to the DWR.

f. Force Account Contractors

Refer to the Force Accounts business process for details on recording labor, equipment and materials used. DWR_FG_FORCE_ACCOUNTS_V1.DOCX

4. Once a DWR is completed and ready for the EPM to review and approve, the person who created the DWR will select Action > Submit for Approval. This will lock the DWR unless you change the Status back to Draft.

5. DWR's can be deleted if they do not have any item postings or remarks attached.

❑ **MDT Procedure - Correcting DWR Quantities and/or Stationing**

1. When corrections need to be made, they can be accomplished by any of the following:
   a. They can be made by the person who created the original DWR, in that DWR.
   b. A second DWR can be created by the Inspector for just the corrections as multiple DWR's can be created in the same day for the same Inspector.
2. To make the correction on an existing DWR that has not been included on an estimate, have the EPM/FOP unauthorize the DWR (if applicable) and make the correction on the original DWR.
   a. Navigate to Contract Progress > Daily Work Reports
   b. Enter a full or partial Inspector name in the search field to filter.
   c. Click on the Row Action button and select Reject under Tasks.

d. The status will change to Rejected. The Inspector must change the Status to Draft to make the corrections, by clicking on Actions > Change to Draft.

3. To make the correction on a DWR that has been included on an estimate, create a new DWR and make the necessary changes.

    a. A DWR can be created for the same date of the DWR you are correcting.

    b. Enter a comment in the Description field for the work item what the correction is for (i.e. quantity or station change). Follow this process if making corrections for a user that is no longer available.

□ **MDT Procedure - DWR's for Design/Build Contracts**

1. Even though most work items are not recorded on a daily basis, fill out a DWR every day when work is being performed following the DWR process.
2. Fill out a DWR each day if there is information other than work items to document (such as remarks, contractor information, weather etc.).
3. When the EPM receives an invoice requesting payment, the EPM/FOP reviews each item to ensure the request is reasonable. The consultant/contractor is encouraged to include a short narrative that describes how they arrived at their number, which could be based on a payment schedule they developed, how they calculated a quantity, etc.
4. The EPM/FOP records each item on a DWR. They enter the quantity of the item and enter the invoice number and date or a description in the Location/Description field.

   a. Navigate to Daily Work Reports > Work Items tab.
   b. Select the Contractor from the dropdown list.
   c. Enter the placed quantity.
   d. Enter an applicable description in the Location/Description field.
   e. Click Save.

5. Most items are measured as a lump sum. Either the unit of measure is lump sum or the plan quantity is paid. After the Substantial Work Complete Date, record each item on a DWR as necessary to pay the remaining lump sum or plan quantity (except the contingency).

□ **IT Systems Interfaces Outside of AASHTOWare Project**

Some data is imported into the QA Suite.

□ **Process Exceptions**

□ **Business Change Summary**

Some materials will be accepted via the DWR without having to create a sample record. Multiple DWR's can be created per day, per Inspector. This will be used for DWR corrections and force accounts.

❑ **Comments**

The Notes tab on the DWR can be added/edited by any user with access to add/update the Daily Work Report regardless of who created it. Notes can be added even after the DWR is approved.