Daily Work Report Tips

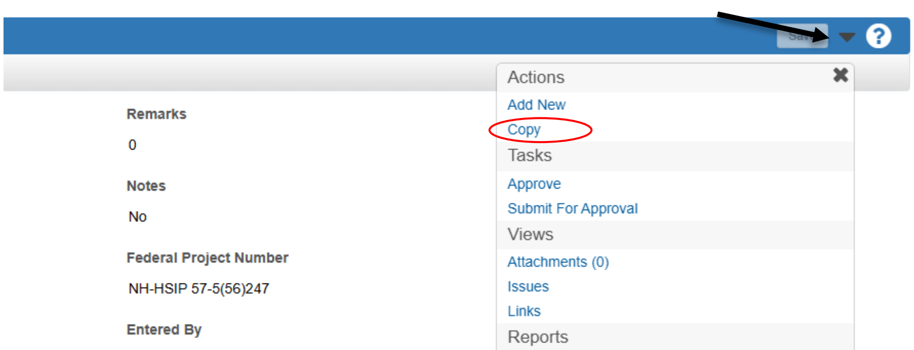
Daily work reports are the field crew's documentation about what has been done for the contractor's work activities for a specific day. DWR's can be used for claims, be subject to internal/legislative audits, litigations ect. The importance of the DWR cannot be stressed enough when it comes to documentation. Below are some tips to help the user when filling out a DWR.

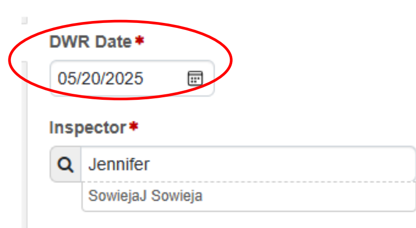
Copy Feature for DWR's

In each DWR, there is a copy feature that allows a user to backdate a DWR. Example would be if a user missed creating a DWR for a previous day. This feature does not allow the user to create a DWR for a future date. When using this feature, the user needs to be aware that this option will bring in the Contractor, Equipment, Personnel and Contractor Staff tab information from the copied DWR, including comments. It does not bring in the work items, remarks from the General Tab or Acceptance actions.

To create the copy:

- Select the Copy option from the white drop arrow on the Component ribbon.
- Change the date to the date that is needed.
    - The date will default to the current date. The user can change to a different date as needed.





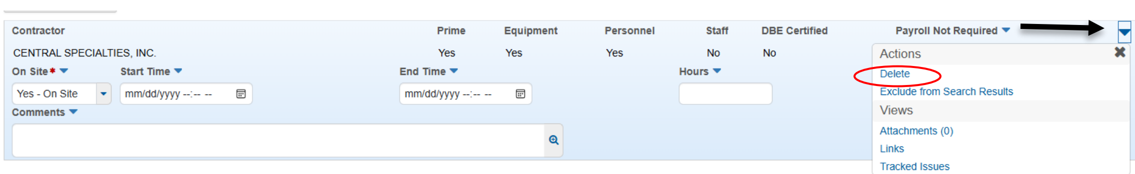
Contractor's Information from a Copy DWR

It is **EXTREMLY IMPORTANT** that the user verifies the Contractor information Tabs. If a contractor is **NOT** on site for that day, then they need to be deleted from the Contractor's tab.

If a contractor is on site, then the user needs to verify that the labor classifications and equipment are correct for that day's activities. This includes changing the quantity, deleting out not used equipment and/or personnel classifications.

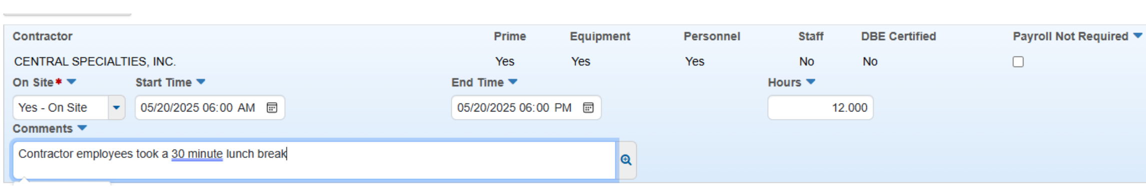
<u>To delete a contractor</u>:

- Select the row action row action menu on the contractor to be removed.
- Click on the Delete option.
- Save.
- Follow the same steps to delete out any other contractors not on site.

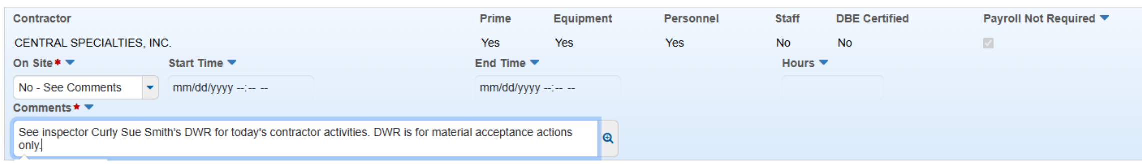


On-Site Drop down

An update to AASHTOWare has been enabled that if the user can choose between Yes and No – Comments required in the On Site drop down. If the user selects Yes, then the Start Time and End time **MUST** be entered. This is a requirement from Legal, and ties to the Certified Payrolls. Add comments as needed. Keep in mind that if there are labor classifications that are on site but do not require a payroll, check the Payroll Not Required checkbox. (See Spec Section 108.01 thru 108.01.4 & Table 108-1 for payroll requirements)



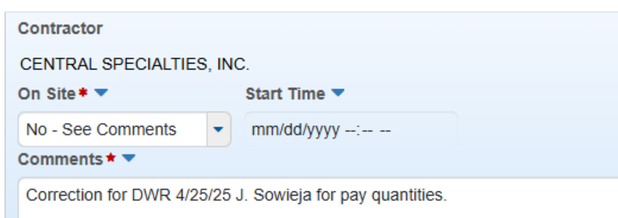
If the user selects No – Add Comments, then the comment field will become a requirement. The Payroll Not Required checkbox will auto check and blank out the time fields. If a user uses this option for pay items or materials acceptance, then it needs to be noted in the comments. If a contractor is on site, but not being used for this DWR due to pay items or acceptance actions, a comment needs to include a comment that points to the other inspector(s) DWR(s) for the contractor activities and why the user is selecting No.



Do not add a contractor to the Contractor tab if they are not on site UNLESS acceptance actions or pay items are being completed only.

Doing a Correctional DWR

To do a correction for a DWR that has been included on an Estimate, the user should create a DWR for the same date as the original DWR. If the user creates a DWR on a different DWR and selects the Yes option, then it will create an estimate exception. However, the user can use a different date, but No – See Comments should be selected and comment that the DWR is for a correction and note the date and inspector DWR that the corrections will apply to.



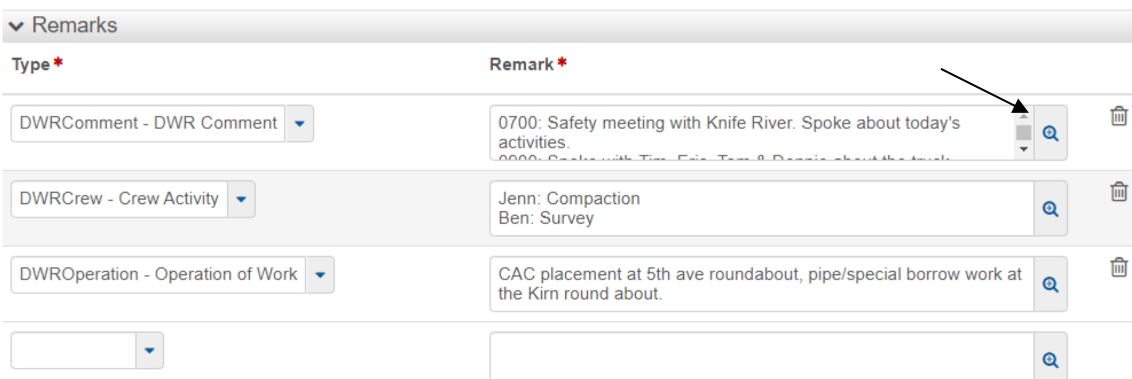
Daily Work Report Tabs

Documenting With Remark Types on a DWR

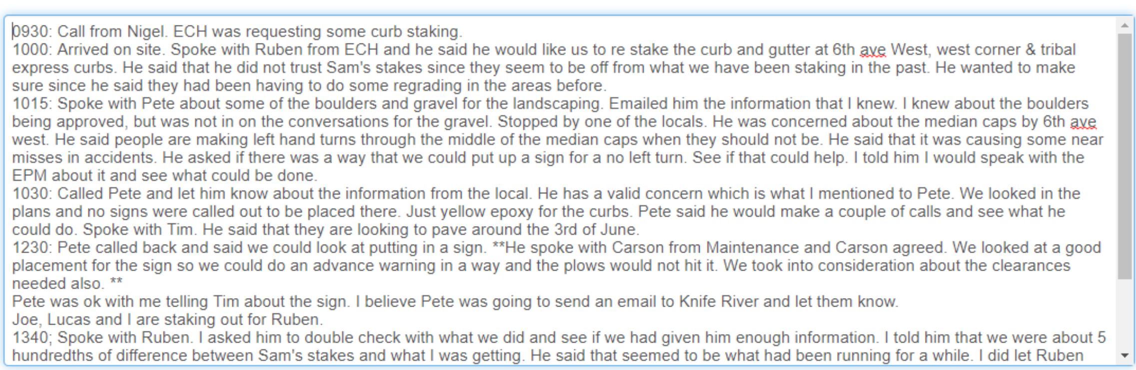
There are multiple types of Remark Types. A user should use as many as needed for documentational purposes and not stick to one type. If the user uses the Magnifying glass on the right side of the Remark field, the window will expand to a larger window to allow the user more room to enter in the remark information. Some examples of remark types and how to use them are listed below:

- The most common remark type used is the DWR comment. General information is used for the inspectors to document a summary of activities for the project.
- Crew activity: What the crew is doing. What operation of work is the inspector keeping track of?

- Materials: A good place to list any issues with compaction, aggregates, concrete and to note any samples that were taken.
- Traffic control: This is a good place to document any problems with traffic control and/or document the set up.
- Accidents: This remark type is important. If there is an accident, the inspector needs to detail as much information as possible, including stationing. To get the traffic reports, MDT needs to list the date, time, location of accident, etc. This should be detailed as possible. Do not include any PII (Personally Identifiable Information).
- Conversations: This is where you can document any conversations or problems with contractors.
- Visitors: Any reviewers, FHWA personnel or other visitors that came to the site.
- Operations of work: What work is the contractor doing for the day?
- Erosion control: This is used mainly if there was a rain event.
- Problems Encountered. Problems documented and if there was a resolution to the issue.
- Civil rights/labor: This remark type is for documenting when Labor Compliance Spot checks, Bulletin Board Checklists and/or CUF Reports are completed. It can also be used to document Civil Rights and/or Labor Compliance issues that may come up.


Remarks

Type *	Remark *
DWRComment - DWR Comment	0700: Safety meeting with Knife River. Spoke about today's activities.
DWRCrew - Crew Activity	Jenn: Compaction Ben: Survey
DWROperation - Operation of Work	CAC placement at 5th ave roundabout, pipe/special borrow work at the Kirn round about.


0930: Call from Nigel. ECH was requesting some curb staking.
1000: Arrived on site. Spoke with Ruben from ECH and he said he would like us to re stake the curb and gutter at 6th ave West, west corner & tribal express curbs. He said that he did not trust Sam's stakes since they seem to be off from what we have been staking in the past. He wanted to make sure since he said they had been having to do some regrading in the areas before.
1015: Spoke with Pete about some of the boulders and gravel for the landscaping. Emailed him the information that I knew. I knew about the boulders being approved, but was not in on the conversations for the gravel. Stopped by one of the locals. He was concerned about the median caps by 6th ave west. He said people are making left hand turns through the middle of the median caps when they should not be. He said that it was causing some near misses in accidents. He asked if there was a way that we could put up a sign for a no left turn. See if that could help. I told him I would speak with the EPM about it and see what could be done.
1030: Called Pete and let him know about the information from the local. He has a valid concern which is what I mentioned to Pete. We looked in the plans and no signs were called out to be placed there. Just yellow epoxy for the curbs. Pete said he would make a couple of calls and see what he could do. Spoke with Tim. He said that they are looking to pave around the 3rd of June.
1230: Pete called back and said we could look at putting in a sign. **He spoke with Carson from Maintenance and Carson agreed. We looked at a good placement for the sign so we could do an advance warning in a way and the plows would not hit it. We took into consideration about the clearances needed also. **
Pete was ok with me telling Tim about the sign. I believe Pete was going to send an email to Knife River and let them know.
Joe, Lucas and I are staking out for Ruben.
1340; Spoke with Ruben. I asked him to double check with what we did and see if we had given him enough information. I told him that we were about 5 hundredths of difference between Sam's stakes and what I was getting. He said that seemed to be what had been running for a while. I did let Ruben

Users can use the Daily Work Report Remark Types cheat sheet for more examples.

Contractors Tab

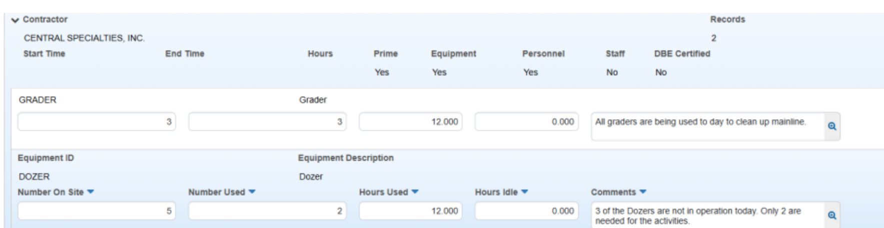
The inspector should note only the Contractors that are on site for that day. The inspector should verify with the Lead Inspector or EPM to determine what activity and contractor(s) that the user will be working with for the day and document accordingly.

Contractor Equipment Tab

The contractor(s) that are selected on the Contractor will populate automatically in this tab. This tab is used to document the equipment types used for the day's activities. This information is important and needs to be documented. This tab can tie into the certified payrolls for the contractor. If the user is not sure what to document, verify with the lead inspector or EPM for directions on what activities they should be documenting.
Note: the user does not need to add multiple rows for each piece of equipment. The equipment row will cover for all equipment in a specific Equipment ID.

<u>Selecting Equipment</u>:

- Select the blue row action arrow on the right side of the contractor row.
- Select Vendor Equipment.
    - Generic equipment can be used, however the user should note that the information will not populate on the DWR report. This information pulls from the Global Equipment list.
- Enter the Number that is on site.
- Enter in the quantity of how many is being used.
- Enter in the number of hours the equipment was used on site for the day
- If there are idle hours, document the idle time.
- Add any comments as appropriate.



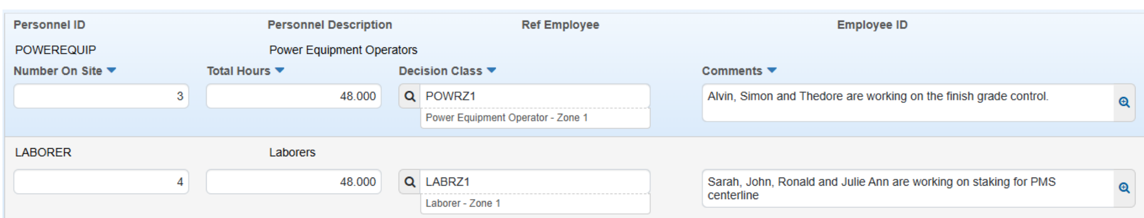
Contractor Personnel Tab

This tab is used to record the Personnel classifications for each contractor listed on the DWR. The classifications are the same that are listed in the Contract Special Provisions. This information has to be documented as it ties into the certified payrolls. The user will see that there are 3 different options when selecting the classifications. The Select Employee should **not** be selected. These are tied to the global referenced employee list

and not per contractor. Similar to the Equipment, there is a Select Generic Personnel option and Select Vendor Personnel option. The user should use the Select Vendor Personnel option. If the classifications do not show, the user should let the FOP be aware that the vendor personnel are not added in. However, Generic personnel will pull from the Global list and the user can use that. Use with caution as this information will not pull onto the DWR report.
Note: The user can use 1 classification type for all personnel working in that classification. Multiple rows do not need to be used for each person in a classification.

Selecting Personnel Classifications

- Select the blue row action arrow on the right side of the contractor.
- Select the Vendor Personnel.
- Click on the classification(s) that apply.
- Save.
- Enter in the Number of personnel on site for that day.
- Enter in the total hours for the days classification
- Decision class maybe used, but zone 1 should be selected with the classification.
- Enter any comments as appropriate.
    - Names can be listed, but it is not a requirement. This helps track information if an issue arises.

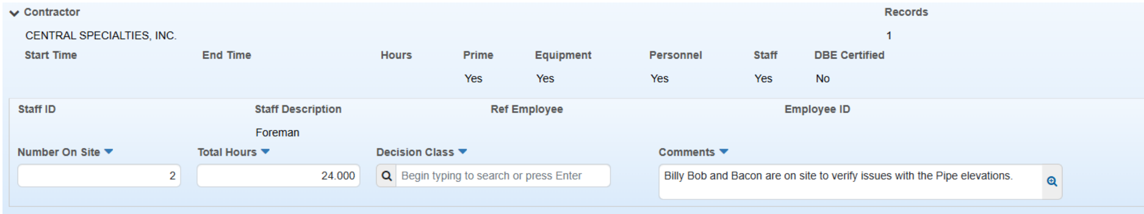


Contractor Staff Tab

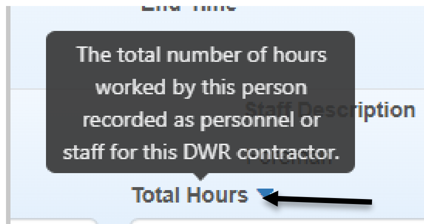
This tab is used to document Owners, Foremen and Supervisors. This tab works like the Personnel Tab. User should **not** use the Select Employee option as this pulls from the Global Reference Employee list and is not contractor specific. The user could have the probability of selecting the incorrect person due to similar names.

Selecting Staff

- Click on the blue row action arrow on the right side of the contractor.
- Click on the Select Staff.
- Select the appropriate option.
- Enter in the Number on site.
- Enter in the Total Hours
- Enter in any comments as appropriate.



Note: If the user hovers the mouse over the title, a black box will pop up a tool tip for that specific field. The tool tips will show over any title that has one.



Work Items - Postings

Work items are how a user pays for a work item to the contractor. Work items are included in the estimates.

In the new posting, the contractor will automatically be filled in as long as they were selected on the Contractor tab. If the contractor that is filled in is not the one doing the work, this should be elevated to the EPM. The user can choose the prime contractor and document in a remark the contractor that is doing the work.

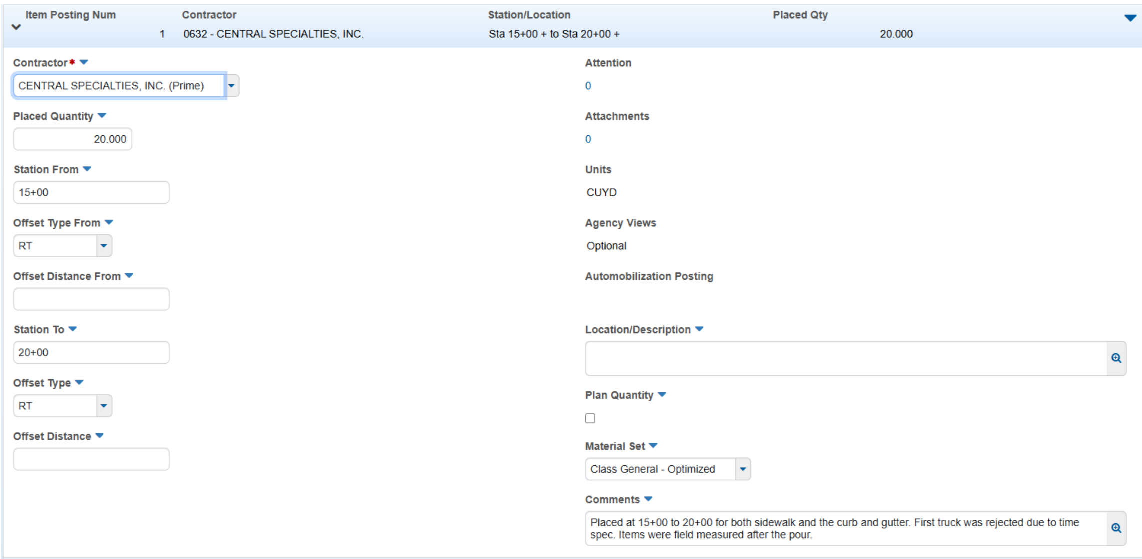
The user does not need to enter a placed Quantity if there is an agency view (template) available. The agency view will automatically fill in the posted quantity when the agency view is saved.

A station FROM and TO has to be filled out **or** a Location/Description. The posting will not save and an error will occur if **one** of these 2 items are not filled out. Stations should be used when possible. For items that require one of the spreadsheets (Signing, Guardrail or Fencing) the user can comment that there is a spreadsheet. Comments like calculations or information about the specific item should not be entered in the Location/Description field. Comments should be added in the Comments field at the bottom of the posting.

<u>Material sets</u>

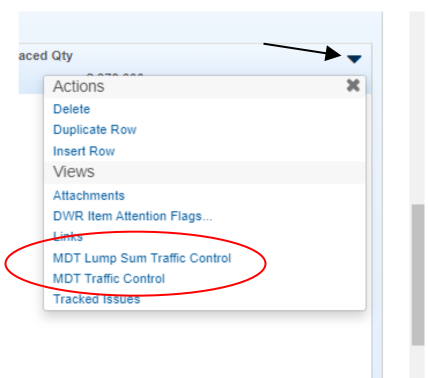
If there is only one material set, it will automatically be filled in. However, some materials like CAC/CTB/Pre-cast items/Pipe, for example, can have multiple material set options. The correct material set needs to be chosen. If the user is unsure which option to use, the user should check with the FOP/Lead Inspector/ EPM for clarification. It takes a minimum of 2 postings to correct a material set that is locked on an estimate. The user should verify prior to the DWR approval.

For items that show Project Specific – Add materials, the user should stop and talk with the FOP/EPM. **Project Specific is a place holder only and should never be selected on a DWR.** This means that there is a material set that needs to be created by either the FOP or EPM to reflect the correct materials being incorporated into the contract.



Agency Views

Agency views are used for calculations or document information on a specific item. The agency view will not populate until the user has saved the posting. Once the user has saved, navigate back to the posting row and select the blue row action arrow. Agency views start with MDT.



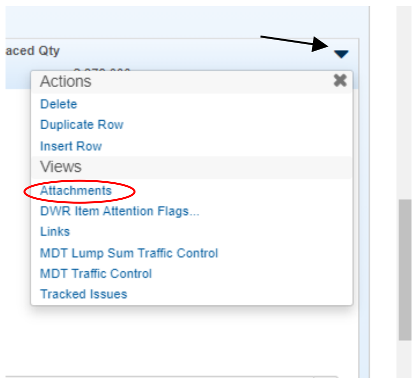
The general rule is that if there is an agency view associated, it should be used. If it is not used, then the inspector needs to document why it wasn't used and refer to where the documentation is stored on the share drive for the placed quantity.

An Incorrect Agency View Selected

If the incorrect agency view is selected, then the user will need to clear the usage data in order for an error not to populate.

- Select the Agency View.
- Click on the white drop arrow on the blue component ribbon in the Agency View.
- It will automatically save and take you back to the General Tab. The user can then navigate back to the work item and select the correct Agency view.

Note: If there are calculations, notes or something that does not fit within the agency view, the user can attach them to the posting level. If the user does use this option, the user needs to add a comment in the Comments field stating that there is an attachment within the posting.

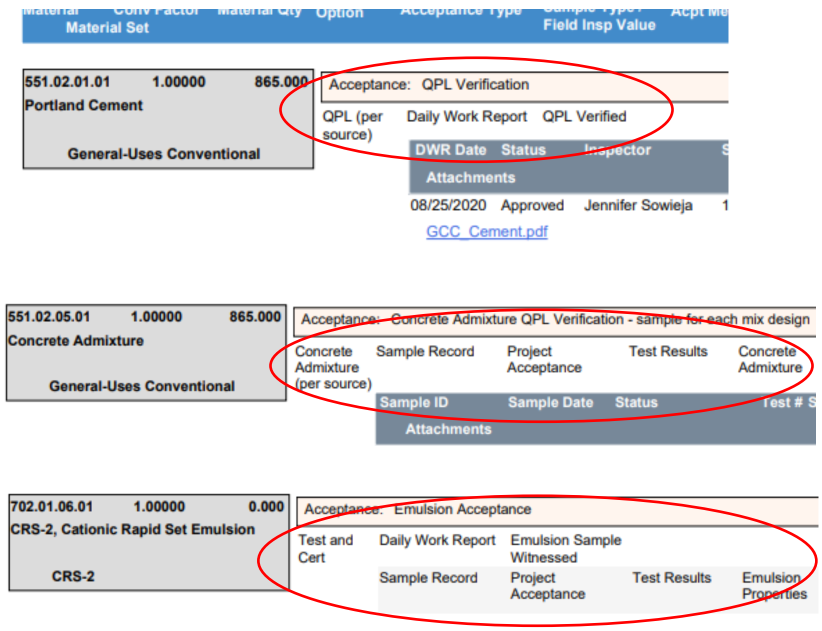


Acceptance Action Tab

Acceptance actions are used to complete the Sampling/Testing requirements per the Materials Manual and the Materials Manual 601 section. If these requirements are not fulfilled at the frequency required, they will cause estimate exceptions and can cause monetary withholding.

Acceptance actions generate with every posting. The user should verify if the requirements have been met. A great resource tool is the Materials checklist. This report does run in real time, which means as soon as an action is saved, it will show on the report. It is suggested that the checklist be ran at the beginning of the contract to view requirements and at least monthly thereafter.

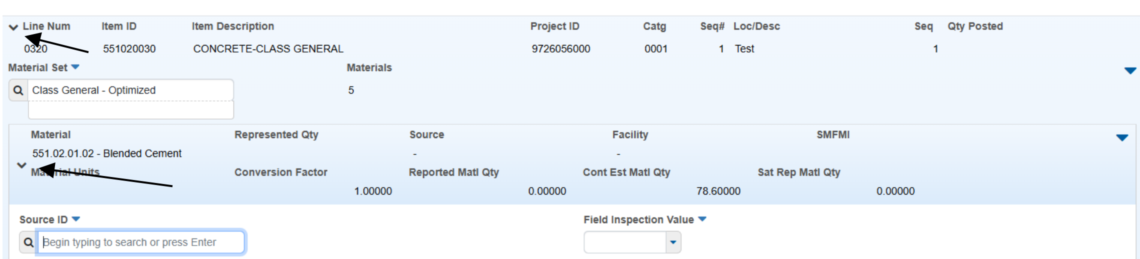
General rule of thumb is that if it is a sample that is being turned into the lab, then it will be done on a sample record. If it is a certification or a visual inspection, for example, then it will be done on an Acceptance action on the DWR. However, there will be options that will have both. An example is concrete. Cement and Fly ash are completed on an acceptance action. But the aggregates, admixtures and the concrete properties/strength tests are completed in a sample record. Users should familiarize themselves with the requirements. The acceptance actions/Sample records are set follow the Materials Manual 601 section.



Note: If the user is completing an acceptance action, it will be noticed that the material codes for items that are done in a sample record. The codes are tied to the Material set name. Actions will still need to be completed properly, but sample record material code items do not need to be filled in on the acceptance actions. Those are covered by the sample record(s).

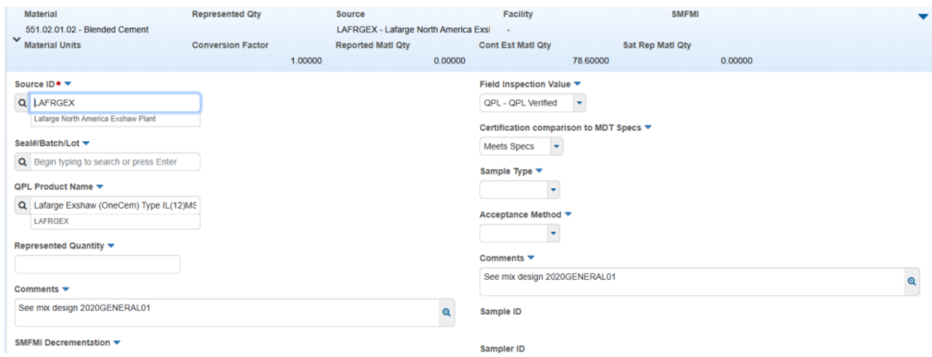
<u>Completing a DWR Acceptance Action</u>

- Select the Acceptance Records Tab.
- Expand the Material set row by selecting the Arrow in the upper left corner of the box.
- Click on the > to expand on the material code row for the item to be completed.



- Fill in the Source ID.
- Select the correct Field Inspection Value.
  - If the user is unsure of which one they should select, verify from the Materials Checklist.
- Fill in the other fields that will populate under field inspection value.
  - These only populate once a Field inspection value is selected.

- In the Seal#/Batch/Lot and QPL Product Name (for those items that require it) place the cursor in the search box and hit the enter key.
  - If the red box/error populates under this field, refresh your screen.
- Sample Type and Acceptance method does not need to be filled out.
  - These fields are only used if the user is creating a sample record from this location.
- Enter any comments as needed.
  - Use the Comments box on the right side. If the user uses the one on the left, all information will disappear when the acceptance action is saved.



Attachments

Certifications need to be attached at the material code test level for any acceptance action in a DWR. This will make sure that the attachment shows up on the checklist. This helps MICO (final materials reviewers) and others to view the attachments quickly. Even though attachments can be placed almost anywhere within AASHTOWare, they will only populate on certain reports from certain locations. Certain certifications will need to be added on a sample record.

On a DWR Acceptance Action

- Select the Acceptance Records tab.
- Click on the > in the upper left corner of the Material Set
  - This expands to show all the material code tests associated to the Material Set.
- Select the blue row action arrow are the right side of the material code row.
- Select Attachments.

- Click on the Select File… button.
- Choose the file that needs to be attached.

Note: Multiple files can be included, the files can only be chosen one at a time.

<u>On a Sample Record</u>

To attach certifications for concrete admixtures, Electrical Item Submittals or Steel – Category 1 items, the attachments need to be added on the Component action row. These attachments should **not** be added in an Agency View or on the Test Level under the Tests Tab. These locations will put the certifications on a Global level and not contract specific.