

INSPECTOR'S DAILY REPORT

This report should be used to give a daily detailed account of all activities occurring during the life of the project. A minimum of one report should be completed for each day, beginning with the date work begins and carried to the date that the project is completed and accepted, whether or not work is performed on the project. Additional reports should be used as necessary to report the various operations that are performed on the project, such as night operations and/or multiple shift work. The construction technician acting as the Lead Project Inspector and each technician inspecting a specific Contractor operation should fill out and turn in a daily report.

These original reports should be included as part of the Project Diary. For this reason, the information should be legible and written either with ink or lead pencil, hard enough to prevent smearing, but dark enough to be legible without difficulty reading. Care should be made to provide a report that is neat, orderly, and that gives a complete account of the daily activities. Other information needed to complete the report should include, but is not limited to the following:

Construction Technician Inspectors:

- A. Date, weather, hours worked, forces, and equipment.
- B. Detailed description of operation.
- C. Instructions to Contractor or Subcontractor.
- D. Instructions from Resident Engineer or other NCDOT personnel.
- E. Requests from Contractor and responses.
- F. Detailed information concerning delays encountered.
- G. Errors noted and changes needed or made.
- H. Work available but not being pursued.
- I. Contact with property owners.
- J. Contact with utility companies.
- K. Samples taken.
- L. Checks made such as depth, width, correctness of cut/fill slopes, etc.
- M. General comments on operations inspected.
- N. Visitors and their comments.

The preceding items are given as a guide for the type of information needed and is not intended to limit information placed in the reports. Each person writing a report must use his/her judgment to determine what is adequate to provide a factual record of the daily activities.

The following information should be used to complete each item on the Inspector's Daily Report:

1. **Contract Number:** This is the number assigned to the project for construction purposes.
2. **T.I.P. Number or WBS Number:** This is the number assigned to the project if the project is included in the Transportation Improvement Program. This should be the first or primary number on multi-numbered projects. If a T.I.P. number is not assigned to the project, list the WBS Number.

3. **Inspector:** This is the name of the Construction Technician who inspected the contractor's operation and is completing the Inspector's Daily Report.
4. **Day:** The day of the week should be shown in this space.
5. **Date:** The date for which the Inspector's Daily Report is written should be shown in this space. If it is a holiday, the name of the holiday should also be listed.
6. **Temperature:** The high and low temperatures for the 24-hour period for that day. These may be obtained from the weather station, local paper or measured on the project.
7. **AM and PM Conditions:** A brief description of the weather conditions for that day, such as rain, cloudy, stormy, clear, etc. This should be for specific operations. This can be different for the morning and afternoon of that day and for various locations of operations.
8. **Item(s) of Work:** List the item(s) of work that is affected by the weather on this date. The item of work is defined as an item of work, as determined by the Engineer, if delayed would delay the completion of the project.
 - 8a-d. **Effect of delay:** The amount of time during the day the item(s) of work was delayed as a result of the weather.
 - 8e. **Remarks:** Provide more detail regarding the weather delay such as "20 minute rain shower" or "Rain began at 3:30 p.m."
9. **Accident:** Indicate if an accident occurred within the project limits and what work, if any, was being performed.
10. **Accident Report:** Provide the date of an accident report that is completed by a law enforcement officer.
11. **Visitors:** The name, title, and organization represented should be documented, if known, for any person visiting the project. **This should not include the Resident or Project Engineers.** This would include members of the Division staff, Construction Unit, Materials and Tests representatives, Design Engineers, Federal Highway Administration representatives, city representatives, Design Engineers, Contractor's office representatives, and supplier's representatives.
12. **Engineering Staff:** This section should be used to record all NCDOT engineering field personnel on the project who are normally staffed to the Resident Engineer's office. This would include the Resident and/or Assistant Resident Engineer who are on the project that day. Other NCDOT personnel who are not staffed to the Resident Engineer's office, such as Materials & Tests Unit, Construction Unit, or Division personnel, should be shown in the area labeled **Visitors**.
13. **Contractor's Name:** List the name of the Prime Contractor.
14. **Contractor's Personnel:** Write the number of personnel the contractor has on the project for each appropriate position type.
15. **Hours:** Write the number of hours each type of personnel was on the project.
16. **Subcontractor/Utility:** List the names any subcontractor or utility contractor that is performing work on the project this date. Multiple Inspector's Daily Reports may be needed to document the work performed for each subcontractor or utility contractor.
17. **Contractor/Subcontractor Number:** Write the number that corresponds with the name of the contractor/subcontractor listed in Section 13 or Section 16 whose equipment you are listing.

18. **Contractor's Equipment on Project:** The number and types of equipment on the project should be documented daily. It should be noted whether the equipment is operating. As an alternate method to listing each piece of equipment in detail each day, a reference listing may be established in the front of each Project Diary with a number assigned to each piece of equipment and its detailed description. This reference number can then be entered in the daily entry in lieu of repeating the detailed description each day.
19. **Number of Pieces:** This represents the number of pieces of each type of equipment the contractor has on the project. This number should include equipment that is in use and not in use on this date.
20. **Number Used:** This represents the number of pieces of each type of equipment the contractor is using on this date.
21. **Total Hours Used:** The number of hours each piece of equipment is used during the day.
22. **Details of Daily Operations:** The description of work should be documented giving a clear and concise account of each operation that was performed on the project on a given day. A detailed description of each construction operation should consist of the Contractor's personnel involved, equipment used, hours worked (time work began to time work ended), location of the work, and the work performed. If the daily report includes more than one operation, the time, labor, and equipment for each respective operation should be shown separately. Documentation of project meetings, such as Monthly Construction Meetings, Pre-pour, and Pre-drill meetings, should be included in this section. (See **Tips for Writing Inspector's Daily Report** at the end of this section).
 - Materials received on the project to be used in an operation should not be documented here unless there is something unusual about them, such as rush delivery, certification, etc. An example of material received that should be documented would be grates and frames that were not pretested prior to delivery and would delay the Contractor's operation until testing could be performed. The construction technician inspecting should document anything here that is unusual to the operation being inspected.
 - The status of a particular operation at the end of each day should be noted. If the Contractor was fine grading and completed a section, this should be noted in the Details of Daily Operations. This section of the report is the most important. It should present a clear, concise picture of what actually transpired on the project on a given day to anyone reviewing the diary several years in the future.
23. **Inspection Details (Items Checked/Results/Corrective Actions):** This section documents actions taken to ensure the construction is in compliance with the project plans and specifications and with instructions from the Resident Engineer or other NCDOT personnel. This section should also be used to document any instruction given to the Contractor or comments from the Resident Engineer or other NCDOT personnel. If any tests or checks have been performed by NCDOT personnel, the test or check performed and the results should be included as part of inspection of daily operations. List specific or ranges of values for tests or checks performed where the results are passing or are in accordance with the specifications. (This is not intended to be a repetition of all tests documented elsewhere. You can reference books or

other documents where the results of tests and checks are documented such as concrete batch tickets, field books, asphalt tickets, etc.). If the test had a failing result or if the check of the work was not acceptable in accordance with the specifications, any comment or recommendation given by the NCDOT personnel regarding the failure should be noted.

24. **Traffic Control:** This section should detail the review of traffic control regarding the project or operation. It should document any instruction given to the contractor or comments from the Resident Engineer or other NCDOT personnel. It should also note any changes in the traffic pattern and indicate the phase of construction as it pertains to the Traffic Control Plans. This section should also document if the traffic control is installed in compliance with project documents. Note the beginning and ending of any contract Intermediate Contract Times.
25. **Inspector's Signature:** Signature of the Construction Technician who inspected the work performed by the contractor and completed the Inspector's Daily Report.

Do not hesitate to use several pages for a single day's entry if necessary. Remember, the personnel actually involved in the project construction are the only ones who can present a true and accurate picture of the project and others who must use the diary at subsequent times depend upon field personnel for this documentation.

Entries should be made on the day of the final inspection indicating those present, remaining work to be performed, etc. Subsequent entries should be made when final inspection recommendations are being performed as well as an entry documenting when all recommendations have been completed.

Construction Technician Party Chief

This report should be used to give a detailed account of all activities occurring during the life of the project. A report should be completed to document the surveying performed on a project or to document events that have occurred regarding surveying (i.e. contact with property owners, Contractor requests, plan changes). The construction technician acting as the Party Chief should complete a report as needed for each project and daily submit the report(s) to the respective Lead Project Inspector(s).

These original reports should be included as part of the Project Diary. Information needed to complete the report should include but is not limited to the following.

Construction Technician Party Chief:

- A. Date, weather, hours, and personnel.
- B. Give details of work performed by location and station number.
- C. Contractor's request for stakes: It should be noted as to whom requested stakes and at what time the request was made. It is good practice to request that the Contractor and Subcontractor's personnel channel all requests for staking through the superintendent.
- D. Action taken on request for stakes: If the Contractor was told that it would be at least one day before the requested stakes could be set, this should be documented along with the reasons why.

- E. Any replacement stakes required should be noted along with an accurate record of time, labor, equipment and materials spent on this work. This should include lost time in remobilization, travel, etc.
- F. Any instructions given to the Contractor concerning stakes. If cut sheets or any other written information is given to the Contractor, a copy should be kept by the Party Chief.
- G. Any instructions from NCDOT personnel.
- H. Any contact with property owners.
- I. Any delays in staking encountered: If the Contractor requests a bridge site be staked and upon arriving at the site it is discovered that the area is not sufficiently cleared, graded, etc., this should be documented along with the fact that the Contractor was informed of reasons the site could not be staked. The date the site is available for stakes should be subsequently noted.
- J. Any comments that would be pertinent to the project status should be recorded.

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Example 1

INSPECTOR'S DAILY REPORT EXAMPLES

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.: C222121	T.I.P. Number: U-1234	Inspector: I. M. Gadget	Day: Thursday	Date: 10/16/2003
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High Temp: 68	AM Conditions: Cloudy	PM Conditions: Mostly Sunny
Low Temp: 49		

Affects of Weather on Items of Work					
Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Deck Pour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accidents (Check One): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	See Accident Report Dated:
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Visitors: A. B. Engineer, M. T. Concrete-Technician	Engineering Staff: I.M. Resident, I.M. Assistant, J. Roberts, S. Wilson, J. Baker, A.Greene, P.Childs
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Contractor(s) and Personnel													
No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Operators			Laborers		
2.	Sub/Utility Bridge Builders	Supt	2	8	Foreman	1	8	Operators	2	8	Laborers	20	8
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)				
Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
2	Link-Belt HSP-8022 Cranes	2	1	6
2	Work Bridges	2	2	10.5
2	Bidwell Screed	1	1	5
2	trailer	1		
2	Case 590 backhoe	1	1	7
2	pick-up trucks	6	6	10.5
2	Olin 5410-140/130 concrete pump	1	1	5

Details of Daily Operations

Bridge Builders - Deck Pour Station 125+56 -L-

Bridge crew arrived at 5:30am to prepare for deck pour. Burlap was placed in tubs of water for later use in curing. Final cleaning of the deck forms was completed. Began soaking the tops of the Prestressed Concrete girders. The pump truck arrived and set up at 7:00am.

The first load of concrete arrived at 8:30am and the pour began at 8:30am. 178.9 cubic yards of Class AA concrete was placed between 8:30am and 1:00pm. During the pour, a fogger was used to help control the moisture loss. Burlap was placed on the finished concrete 20 feet behind the screeding operation. Upon completion of the pour, soaker hoses were placed on the high side of the deck and white plastic was placed over the burlap. A water truck was filled and the soaker hoses were attached and operating.

Inspection Details (Items Checked/Results/Corrective Actions) The plans require flyash to be included in the deck mix. A class AA with flyash mix was used. Batch tickets were in accordance with the approved mix design. Twenty loads of concrete were used. The air content of the first load was tested and found to be out of specification (3.5% air). Air was added on site by the concrete supplier's QC manager. The retest provided 7% air and was allowed to be placed. Air and slump tests for the remaining loads were acceptable (see batch tickets for results). During the pour, depth and cover checks were made with a wire probe at 10th point locations. Cover was over 2.5 inches at all locations. Depth readings ranged from 8.5 to 9 inches (8.5 in plan deck thickness). See work book for recorded readings. After the contractor finished the first 10 feet of the deck, it was noted that the deck surface contained ridges. This was reviewed with Superintendent Lowe. We determined that adjustments were needed to the pan drag. Adjustments were made and the area was refinished with acceptable surface texture.

Traffic Control Review The traffic control for this project included an offsite detour. All barricades and signs were in proper condition.

J. M. Dudgeon
Inspector's Signature

Example 2

North Carolina Department of Transportation INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.: C258258	T.I.P. Number: B-2222	Inspector: I.M. Gadget	Day: Monday	Date: 9/16/2002
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High Temp: 84	AM Conditions: Partly sunny, scattered showers	PM Conditions: Mostly sunny
Low Temp: 70		

Affects of Weather on Items of Work					
Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Drilled piers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accidents (Check One): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	See Accident Report Dated:
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Visitors:	Engineering Staff:
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Contractor(s) and Personnel													
No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime Prime Contracting, Inc.	Supt	1	8	Foreman			Operators			Laborers		
2.	Sub/Utility Sanders Drilling Company	Supt	1	10.5	Foreman	1	10.5	Operators	2	10.5	Laborers	2	10.5
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)				
Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
1	Koehring 665 crane	1	1	4
2	Pick-up truck	2	1	10.5
2	Hughes LDH drill rig	1	1	4
2	air compressor	3	3	4
2	tool trailer	1	1	4
2	air lift	1	1	3
2	Olin 5410-140/130 concrete pump	1	1	3
2	various drilling attachments			

Details of Daily Operations

Sanders Drilling Co. - Drilled Piers

The Contractor continued work on Shaft No. 1 at Bent 2. Five feet of "In Soil" excavation and 4 feet of "Not in Soil" were completed. Upon reaching the plan TIP elevation, the shaft was cleaned with a mud bucket and an air lift. The water inflow rate was measured and it was determined that the concrete placement must be made as a "wet pour". The Contractor waited two hours for the water to reach static elevation and for the pump truck to arrive on site. The shaft was re-cleaned, reinforcing steel was placed and 11.6 cubic yards of Class AA Drilled Pier concrete was placed. Water from the shaft was pumped into a silt bag. The temporary casing was removed.

Inspection Details (Items Checked/Results/Corrective Actions)

When Superintendent Greenlee advised

that rock was encountered, the penetration rate was checked using a rock auger and recorded at 1 inch in 5 minutes. A core barrel was used to remove the bottom 4 feet of the shaft. Drilling in this area remained consistent and was paid for as "Not in Soil". The water inflow rate was 12 inches in 30 minutes, which required a wet pour. Due to the presence of water, the drilled test hole required in the bottom of the shaft was waived. This was anticipated, and previously approved by the Bridge Construction Engineer at the pre-drill meeting. Bottom cleanliness was inspected with a steel probe rod. No soft areas were encountered. Four inch spacer wheels were attached every 5 feet to the rebar cage to provide proper clearance. Plastic boots were provided to keep the steel off the bottom. Wet Pour - verified the pump pipe remained embedded in the concrete at least 10 feet. A foam ball was used in the end of the pump pipe to avoid contamination of the concrete when inserting the pipe. The concrete mix was verified in accordance with the pre-approved mix design. The concrete was delivered in 2 loads. The air and slump tests were acceptable (see batch tickets) and cylinders were made for each load.

Traffic Control Review

The traffic is detoured offsite. A review of all the barricades and signs were made and the barricades and signs were in proper condition.

J. M. Stodget

Inspector's Signature

Example 3

North Carolina Department of Transportation INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.: C123123	T.I.P. Number: R-1111	Inspector: I.M. Gadget	Day: Wednesday	Date: 7/31/2002
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High Temp: 90	AM Conditions:	PM Conditions:
Low Temp: 71	Sunny	Partly cloudy

Affects of Weather on Items of Work					
Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Fine grading Sta. 10+20 to Sta. 11+50 -Y5-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accidents (Check One): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	See Accident Report Dated:
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Visitors:	Engineering Staff:
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Contractor(s) and Personnel													
No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime Show Off ,Inc.	Supt			Foreman	1	10	Operators	5	10	Laborers	7	10
2.	Sub/Utility	Supt			Foreman			Operators			Laborers		
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)				
Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
1	Pick-up truck	1	1	10
1	Mitsubishi MG300 grader	2	2	10
1	Bomag Vibratory Roller	1	1	10
1	Caterpillar 428 backhoe	1	1	10
1	Caterpillar Sheepfoot Roller	1		
1	Caterpillar D-6 Dozer	1	1	10
1	8 ton dump truck	2	2	7

Details of Daily Operations

Show Off, Inc. - Fine Grading

The Contractor graded around the catch basins at structure numbers 11, 12, 13, 14 and 15. He also graded and compacted with a tamp the radius sections at Unity and Blair Streets and a section at Station 16+25 left and right of the -L- line. The Contractor completed fine grading sections of the proposed roadway from Station 10+20 to Station 11+50 on -Y5- and from Station 16+20 to Station 15+30 -L-.

Paving operations are scheduled to begin tomorrow.

Inspection Details (Items Checked/Results/Corrective Actions) The subgrades were checked and recorded into the field book. The grades were within the 0.1 foot tolerance. A subgrade density was performed and the density results met the 100% compaction requirement. The catch basins were inspected after grading operations and no damage to the basins was noted.

Traffic Control Review The lane closure at Unity and Blair Streets was reviewed. The cone spacing, buffer and taper length were in accordance with the roadway standard drawing. The Contractor was advised to increase the spacing of the advances warning signs to 350 feet. The traffic control was reviewed approximately 30 minutes later and the sign spacing was in accordance to the roadway standard. Flaggers were present.

J.M. Budget

Inspector's Signature

Example 4

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.: C277111	T.I.P. Number:	Inspector: I. M. Gadget	Day: Monday	Date: 4/24/2006
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High Temp: 82	AM Conditions:	PM Conditions:
Low Temp: 57	Variable cloudy	Variable cloudy

Affects of Weather on Items of Work					
Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Paving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accidents (Check One): <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	See Accident Report Dated: 4/24/2006
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Visitors:	Engineering Staff: F. Sheldon, W. Lewis, Q. Willet
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Contractor(s) and Personnel													
No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime First Rate Paving	Supt	1	10	Foreman	1	10	Operators	6	10	Laborers	7	10
2.	Sub/Utility TNT Utilities	Supt			Foreman	1	8	Operators	2	8	Laborers	4	8
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)				
Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
1	Pick-up truck	4	4	10
1	Caterpillar 248 loader	1	1	6
1	Mack Semi-tractors	2	2	6
1	Lowboy	3	3	3
1	Kubota M4900 broom	1	1	8
1	Tack truck	1	1	8
1	Roadtec RP190 paver	1	1	9
1	Sakai SW800 SD Roller	1	1	9
1	Hamm HD110N SD roller	1	1	9
1	Water truck	1	1	4
2	Air Compressor	1	1	7
2	Flat bed dump truck	1	1	7

Details of Daily Operations

First Rate Paving - Map 27

The Contractor paved Map 27 SR 2344 (Bole Road) from Station 0+00 to Station 28+25 (end of Map). The average road width is 24 feet. The map was extended to Station 28+25 and widened from Station 27+75 to Station 28+25 to accommodate the new right turn lane at Davis Road (US 34) intersection. The Contractor used 23 loads (356.96 tons) of R59.5C (JMF 05-078-131) asphalt. Ten tons were deducted from load 23 because it was not used. The Contractor was delayed one hour from 12:30pm to 1:30pm while turning the paving operations around at the intersection of SR 2344 (Bole Road) and US 34. The Contractor completed the resurfacing of this map and moved the equipment to Map 28 - SR 2365 (Greene Street).

***A motor vehicle accident occurred at the intersection of US 34 and SR 2344 (Bole Road) at approximately 10:30am. The intersection is signalized.

TNT Utilities (Subcontractor) - Valve and Manhole Adjustments - The Subcontractor adjusted 4 manholes and water valves on Map 28 and 1 water valve and 1 manhole on Map 12. Temporary ramps were installed around the adjustments.

Inspection Details (Items Checked/Results/Corrective Actions)

Inspected the roadway to ensure it was

clean, dry and free of debris. Inspected the amount of tack placed on the roadway; tack was sprayed across the full width of the paving area. The tack was distributed evenly. Monitored the contractor's depth throughout the paving operation and the Contractor maintained a 1.5 inch loose depth for a 1.25 inch compacted depth as required by the project provision. Three samples were cored and nuclear densities were taken, the gauge readings were above the 95% compaction requirement.

Traffic Control Review

The Contractor paved through a signalized intersection. The signal was put on flash and flaggers were used to control traffic at the intersection during paving operations in addition to using a pilot vehicle for the vehicles on SR 2344 (Bole Road). The advance warning signs were erected in accordance with the roadway standard drawings.

J. M. Stodget

Inspector's Signature

Example 5

North Carolina Department of Transportation INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.: C255555	T.I.P. Number: R-5678	Inspector: I. B. Lineman	Day: Thursday	Date: 6/22/2006
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High Temp: 82	AM Conditions: Cloudy	PM Conditions: Rain - showers began at 3:45 pm
Low Temp: 65		

Affects of Weather on Items of Work					
Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accidents (Check One): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:
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Visitors:	Engineering Staff:
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Contractor(s) and Personnel													
No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Operators			Laborers		
2.	Sub/Utility	Supt			Foreman			Operators			Laborers		
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)				
Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used

Details of Daily Operations Survey Operations (1:00pm to 3:45 pm) rain began at 3:45pm.
The survey party re-staked the curb and gutter from Station 17+63 to Station 26+83 left of the L-line. Resident Engineer Little advised yesterday that the shoulder berm gutter would be eliminated and only expressway gutter would be installed between these stations.

The survey party also re-staked curb stakes at between Station 22+00 and Station 25+50 right of the L-line. These stakes were re-set due to the failure of the contractor to protect the stakes.

The survey party staked the overhead and ground mounted sign locations along the L-line from Station 22+50 to Station 48+00. Readings were taken at each support location to determine the "S" dimensions.

Inspection Details (Items Checked/Results/Corrective Actions) The sight distance for each sign was checked. An issue was found with Sign G at Station 26+30 right of -L. The Y-3 bridge structure may limit sight distance. Resident Engineer Little was advised of this concern.

Traffic Control Review Traffic Control devices were reviewed by the project inspection personnel.

J. B. Lineman
Inspector's Signature

TIPS FOR WRITING INSPECTOR'S DAILY REPORTS

- **Write daily reports each day.** It is difficult, to remember all of the details after the fact. With legal proceedings, diary entries made after the fact may be considered inadmissible in court.
- **Who, What, When, Where, Why.**
- **Write diaries such that someone not familiar with the job can understand what is going on.** Many times the daily reports are used to evaluate a claim others, years after completion of the project.
- **Details.** Use Stations, Alignment, Lane numbers, Right/Left, Structure Numbers, etc.
- **Be careful referencing local names of businesses.** Remember, that businesses change, and others reviewing a claim may not know the local businesses. You may use them as a quick reference, but follow it up with Stations and alignment information.
- **List instructions to a Contractor, as well as whether or not they follow through with the instructions.** List instructions by you or others, i.e. Resident Engineer, etc.
- **List delays to operations, conflicts, payment disputes, etc.**
- **If the Contractor is performing work at no cost to the Department, explain why the work is “No Pay”.** Be specific and thorough.
- **Record what you measured or tested and if it was in accordance with the contract documents or not.** (i.e. Densities, saw cut depth, tightening of bolts, etc.)
- **It does not hurt to reference an operation that another inspector is looking after if it affects the operation you are inspecting.**
- **Note the items of work that have been completed.** (i.e. Completed backfill of Structure Number 152).
- **Note start and completion of ICT's.** (i.e. When ramps/roads are closed and opened).
- **Refer to Contractor as “The Contractor” or the specific name of the Contractor.** Stay away from referring to them as “They”.
- **Don't write personal opinions of the Contractor.** It is OK to write, “I have informed the Contractor to do “XYZ” three times, but it has failed to be performed.” However, do not continue and say, “this Contractor has no character”, etc. Do not write malicious comments in your diaries.
- **Write the Subcontractor's name at the top of the “Details of Operations” section.**
- **Write one diary per work shift.**
- **Write legibly!**