

GENERAL NOTES

PAY RECORD BOOK ENTRY EXAMPLE

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General Notes:

1. All entries shown on this page should identify unusual conditions or remarks that will not fit into the provided column for the items contained in the particular Pay Record Book.
2. This page should be used to clarify items when completing or checking the Final Estimate Assembly. See **Procedures for Checking the Final Estimate Assembly** in this section of the Manual.
3. Indicate in the **Remarks** column and on the **General Notes** page if there is a change from what is contained in the contract and construction plans.

General Notes for All Pay Record Books:

1. Leave room at the bottom of the each page for a **Page Total** and a Final Estimate Assembly checking notation.
2. When distances between Stations used do not match the pay length recorded in the Pay Record Book, the words "Field Measured" should be placed in the **Remarks** column. This allows the person checking the item to know it was not an error in the calculation of the length.
3. Verify that all materials received on the project are preapproved, tagged, stamped, or checked by the Materials & Tests Unit at the project site. Indicate this in the **Remarks** column, if necessary.