

PROJECT DIARY

The Project Diary is a summation of all of the daily activities on a project. This diary should be written so that it will represent the status of the project each calendar day to anyone reviewing it in future years.

The Project Diary should consist of a Project Diary summary sheet (Form CU-D), followed by all of the original Inspector's Daily Reports. The Project Diary sheets should be bound between two Project Diary cover sheets to an approximate thickness of 1-1/2 inches. It is not necessary to bind Project Diaries by month. These cover sheets are preprinted with the required project and book information on the outside front cover, significant dates, and Resident Engineer review on the inside front cover, and instructions for the diary preparation on the inside back cover.

An entry should be made for each day, beginning with the date work began and carried to the date the project is completed and accepted for maintenance. This entry should also be made on the Project Diary summary sheet (Form CU-D). This form can also be used for periods of project inactivity or **No Work** entries. The date of the Preconstruction Conference, utilities beginning work, or any other such date deemed important by the Resident Engineer should be included in the first diary and can also be recorded on the Project Diary summary sheet (Form CU-D) where appropriate.

It is the Lead Project Inspector's responsibility to ensure that all pertinent information is included from the Inspector's Daily Reports to become part of the Project Diary. The Lead Project Inspector should review all Inspector's Daily Reports to ascertain their legibility, accuracy, completeness, etc., as part of the daily review process. These reports should be written with ink or lead pencil hard enough to prevent smearing, yet dark enough to be legible without reading difficulty. **Clarification or expanded comments may be added to the daily report if needed but should be dated and initialed by the individual making clarification.**

Most days will require more than one Inspector's Daily Report for the various operations, such as grading, pipe, bridge, seeding, etc. The Project Diary summary sheet (Form CU-D) should be completed by the Lead Project Inspector to list these reports under **Contractor/Subcontractor and Description of Operation**. This should give the Resident and others reviewing the diaries a quick overview of the Contractor/Subcontractor's operations on the project that day.

The Lead Project Inspector should compile the Project Diary summary sheet and the Inspector's Daily Reports and submit them to the Project Engineer daily. The Project Engineer should review the Project Inspector's summary and the daily reports and provide details of significant occurrences, such as details of operations, significant conversations, field meetings, Contractor requests and Engineer directives. The Project Diary summary sheet (Form CU-D) contains specific information regarding delays to the Contractor and work in dispute.

Information required for the Project Dairy Summary Sheet (Form CU-D) includes the following items, referenced by number on the example form:

1. **Contract Number:** The contract number assigned to the project for construction purposes.
2. **Day and Date:** The day of the week and calendar date should be shown in this space. Holidays should also be identified as part of this line.
3. **Weather:** This should be a descriptive term that best describes the weather condition for the project that day, such as rain, thunder storm, cloudy, clear, etc. The effects of the weather, if inclement, on each operation should be shown on the individual Inspector's Daily Report.

Example:

If showers occurred only on a particular portion of the project and did not interrupt all operations, this should be noted on the Inspector's Daily Report.

4. **Temp:** The high and low temperature covering the 24-hour period for that day. This information may be taken from a local weather channel, local paper, or field measurement.
5. **Contractor/Subcontractor and Description of Operation:** These sections are provided to identify the Contractor(s) and types of construction activity occurring on the project that day. This section is not intended to be used to rewrite the Inspector's Daily Reports, but to list or summarize the daily reports. The Contractor/Subcontractor(s) on the project should be listed with the construction activity.
6. **Delays to Contractor's Operations:** This item should be checked **Yes** or **No** for each day. If there are delays, a follow-up explanation is needed on the following line, such as heavy rains, too wet, no stakes, etc.

Note any conditions tending to delay the work and the termination or correction of these conditions. Also note any unforeseen difficulties encountered on the project, such as utilities not relocated or not shown on plans, right-of-way difficulties, insufficient or erroneous stakeout, insufficient personnel or equipment, interference by another Contractor or Subcontractor, incorrect or insufficient supply of materials, etc. This is very critical information.

Delays to the Contractor's operations that are caused by the Department should also be documented to provide an accurate and factual record of the delay. Department personnel often hesitate to document their errors or Department-caused delays in the diary because they feel this is a reflection upon them or it is helping the Contractor. It is the Department's responsibility to document all facts so that the Contractor is properly compensated by additional compensation or additional contract time for all that he is due under the terms of the contract. It is also imperative that documentation be placed in the Project Diary as to the time and date that the delay to the Contractor's operations was resolved or removed and the Contractor was no longer prevented from performing the subject operation. Even though the Contractor may choose not to commence this operation immediately after removal of the encumbrance, the time and date that the conflict was cleared to the point that he could resume operations must be documented in the diary.

7. **Was Any Work Performed Today In Dispute?** This entry should be checked either **Yes** or **No** for each day. If there is disputed work being performed, a follow-up explanation is required on the next line. Disputed work would be any work that has the potential for a claim. This explanation should identify the work and nature or basis of the dispute, such as pipe installation - deeper than bid, fine grading - wasting surplus shoulder material, etc.
8. **Compiled and Signed Daily by the Lead Project Inspector:** The Lead Project Inspector should review all sections of the Project Diary for completeness and accuracy. He should sign the form in this space to signify its acceptability as the Project Diary for that day. This review should be made daily and submitted to the Resident Engineer's office within two days.
9. **Reviewed By:** The Project Engineer should review all sections of the Project Diary summary sheet and Inspector's Daily Reports for completeness and accuracy. He should initial the form in this section to signify its acceptability as the Project Diary for this day. This review should be made weekly.

10. **Project Inspector's Comments:** This section allows the Lead Project Inspector to provide comments or further explanation of today's activities such as delay to the contractor's operation or work performed in dispute. This section can also be used as the master diary summarizing what operations were performed.
11. **Project Engineer's Comments:** This section allows the Project Engineer to provide comments regarding the project such as the following:
- General comments upon status and condition of work
 - Instructions given or received
 - Contact with property owners
 - Coordination of stakeout or inspection performed
 - Detailed explanation of any delays or conflicts to the Contractor's operations
 - Any coordination performed as to sampling or testing
 - Contact with utilities or city representatives
 - Any decisions rendered
 - Requests by the Contractor

The preceding information is intended to be used as a guide in preparing the Project Diary. This is considered to be the **minimum amount** of project information needed and is not intended to limit other project data that the Resident Engineer feels pertinent. The Resident Engineer and/or Project Engineer may also include a daily report if this method would provide a better tool for documenting daily administration activities.

In summary, the Project Diary is one of the most critical and important project documents. It is the Resident Engineer's responsibility to ensure that all pertinent data is placed in the Project Diary. Any comments the Resident Engineer feels would clarify the status of the project to someone using the diary at a later date should be made. All entries that would aid a person checking the final estimate or reviewing a Contractor's request for additional compensation or time extension should be indexed in the front of the Project Diary.

The General Statutes provide that project diaries are not public records until after the final estimate is paid. Accordingly, the general public and Contractor should not be allowed access to the Project Diary, the Engineer's Weekly Report or the Inspector's Daily Reports. An exception to this is when there are claims or legal actions not between the Department and the Contractor. See Public Information in the Records and Reports section of the Construction Manual.

The foregoing is a general concept of what the Project Diary is and what needs to be placed in it. The Resident Engineer should use his judgment based upon his individual circumstances as to how he can best provide a factual record of the project in the Project Diary.

PROJECT DIARY

CONTRACT NO.: _____ (1) DAY & DATE: _____ (2)

WEATHER: _____ (3) TEMP. HIGH: _____ (4) LOW: _____ (4)

THE FOLLOWING DAILY REPORTS INCLUDED HEREWITH ARE BEING MADE A PART OF THE PROJECT DIARY:

CONTRACTOR/SUBCONTRACTOR	DESCRIPTION OF OPERATION
1. _____ (5)	_____ (5)
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

PROJECT INSPECTOR'S DAILY SUMMARY

Delays to Contractor's Operations Yes No
If Yes, Explain _____ (6)

Was any work in dispute? Yes No
If Yes, Explain _____ (7)

(8)
PROJECT INSPECTOR'S SIGNATURE

REVIEWED BY: _____ (9)
ENGINEER'S INITIALS

Example Project Diary

FORM CU-D
REV. 03-07

PROJECT DIARY

CONTRACT NO.: C777777 DAY & DATE: Tuesday, June 11, 2006

WEATHER: Sunny TEMP. HIGH: 75 LOW: 63

THE FOLLOWING DAILY REPORTS INCLUDED HEREWITH ARE BEING MADE A PART OF THE PROJECT DIARY:

CONTRACTOR/SUBCONTRACTOR	DESCRIPTION OF OPERATION
1. <u>Prime Contracting</u>	<u>grading</u>
2. <u>Subgrades Unlimited</u>	<u>Cement Stabilization</u>
3. <u>Prime Contracting</u>	<u>tying reinforcing steel</u>
4. <u>Signal Installation Unlimited</u>	<u>Installing poles</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

PROJECT INSPECTOR'S DAILY SUMMARY

Delays to Contractor's Operations Yes No
If Yes, Explain _____

Was any work in dispute? Yes No
If Yes, Explain The contractor is performing the grading for the drives on Parcel 16. This work was a part of the R-O-W agreement. The grading for this job is lump sum. The contractor has submitted an Intent to File a Claim.

PROJECT INSPECTOR'S SIGNATURE

REVIEWED BY: _____
ENGINEER'S INITIALS

DOT NUM 61-03388

PROJECT INSPECTOR'S COMMENTS: The contractor completed the grading for the Parcel 16
drives today. The homeowner was satisfied with the work.

PROJECT ENGINEER'S COMMENTS: Today was the first day of the cement stabilization.
The signal subcontractor's Superintendent Lyte requested to discuss the relocation of the signal at
at Station 34+74 Y-2 (Fallig Road) and Major Street. I advised Superintendent Lyte the meeting
is scheduled for Thursday, June 13, 2007 at 9:00 on the project at Y-2 and Major Steet. The City Traffic
Engineer, Dan Roebucks will be in attendance.