Daily Reports and Weekly Newsletters

General Information

A daily report documenting significant developments related to structure work will be prepared by each Structure Representative on Form CEM-4501, *Resident Engineer's Daily Report*. Assistants to the Structure Representative who are in charge of major phases of work will prepare a daily report Form CEM-4501, *Assistant Resident Engineer's Daily Report*. This form can be downloaded from the Caltrans Electronic Forms System (CEFS) website[1].

The Structure Representative must write a daily report for each day there is structure activity on the project. Daily reports should also be written when there is no structure activity to document:

- When there is data or information which is pertinent to the contract, such as granting a weather non-working day, discussions with the Contractor, the Project Designer, etc.
- When there is no work. If there is no work for the week, one report is written to document there is no work. If a report is not written, it is not clear if a daily report is misplaced or lost.

Daily reports should document work on one contract only. Each contract should have separate daily reports.

Daily reports must be numbered according to the number on the *Caltrans Working Day Calendar*. Caltrans non-working day daily reports are numbered as the last working day followed by A, B, C, etc. For example, Friday, September 2, 2016 is report No. 864; Saturday, September 3, 2016 is report No. 864A; Sunday, September 4, 2016 is report No. 864B; Monday, September 5, 2016 (Holiday – Labor Day) is report No. 864C; Tuesday, September 6, 2016 is report No. 865, etc. Daily reports covering one day of more than one page in length must be numbered sheet 1 of 2, 2 of 2, etc.

Each daily report must be signed at the bottom. If there is any question about the legibility of the signature, the writer's name must also be printed.

It is important that hand-written daily reports are legible. There is no excuse for poor penmanship or grammar. These are official documents that may be used to settle claims, cost adjustments and lawsuits. These reports should be legible, sensible and most importantly factual.

[1] http://cefs.dot.ca.gov/jsp/forms.jsp

Resident Engineer's Daily Report

The daily reports prepared by the Structure Representative should include (but is not limited to) the following information:

1. Weather conditions during the work, noting rain, exceptional wind, maximum and minimum temperature, amount of rainfall, etc. The online weather site in which the information was obtained can also be noted in your daily report. The effect of weather on job progress should also be noted. Include stream gauge readings for structures over waterways.

2. Any special developments or incidents. Do not include a description of routine operations when these are covered in the Assistant Resident Engineer's Daily Report.

3. A summary of all important conversations and discussions relative to job progress, performance of the work, etc. In the case of verbal instructions, give the essence of the instruction, to whom given, and whether there were any comments or objection by the person or persons to whom the instructions were given. All important instructions should be confirmed in writing and so noted in the daily report.

4. Record of important telephone conversations.

5. List of names of visitors and their relation to the project (District Safety Officer, FHWA auditor, Bridge Construction Engineer, etc).

6. Overtime worked by Structure Construction personnel is documented on Form SC-0104A or Form SC-0104B, *SC Preauthorization Overtime Log by Employee* and *by Unit*. The Area Construction Manager (ACM) may require that overtime is also documented on daily reports identifying the:
   - Employee's name.
   - Starting and Ending time the employee worked overtime.
   - Total net hours of overtime worked by the employee.
   - Reason the overtime work was necessary.

   If overtime is documented on a daily report, it is not part of the documentation required to satisfy Deputy Directive 56, *Use of Overtime*.

Assistant Resident Engineer's Daily Report

Assistant Resident Engineer's Daily Reports, when properly prepared, constitute a valuable supplement to the reports of the Structure Representative. They should be prepared for all major units of work. In addition, a separate report should be made for each Change Order on which force account work is being done. Do not give copies of daily reports to the contractor.

All daily reports prepared by the Assistant Structure Representative should be reviewed by the Structure Representative, then initialed in the lower right-hand corner of the form under the Assistant Structure Representative's signature.

The Contractor's normal starting and stopping time should be documented in the "shift hour" in the upper right corner of the form. The central portion of the form consists of a detailed breakdown of labor and equipment in use or idle. In many cases, segregating labor and

equipment by contract item does not provide a sufficiently detailed breakdown. For instance, showing all labor and equipment employed on concrete work under the concrete item will be too general for most jobs. This work should be further segregated into sub-groups, such as falsework, formwork, curing, surface finishing, etc. Furnishing prestressed girders is another item where it is often necessary to break down the work into separate operations. Structure Construction (SC) employees may use their own discretion on the amount of detail necessary. However, the purpose of the report is to establish, with reasonable certainty, the daily labor and equipment employed on a particular operation or phase of the work. In the event of a claim or similar situation, this report is absolutely essential!

Equipment identification numbers must be entered on the daily reports, noting the hours worked and/or idle time.

Under "Location & Description of Operation", include a complete factual description of the work in progress at the location being reported on. Include factors that may be affecting job progress, such as notations of arrival and departure of major items of equipment, material delivery, and problems that are encountered during the work. Perhaps the most important notation is to record any important conversations with the Contractor, particularly when instructions are given. Note what the instruction was and to whom it was given. Additional items to include are Quality Assurance testing results, field measured quantities, and any work done by the Structure employee (such as field surveying). Remember to write facts and not opinions. Any overtime worked by the SC employee is documented on Form SC-0104A or Form SC-0104B, *SC Preauthorization Overtime Log by Employee* and *by Unit*. The Area Construction Manager may require that overtime is also documented on daily reports in this section along with a written explanation of why overtime was required. Documenting overtime on the daily report is not part of the documentation required to satisfy Deputy Directive 56, *Use of Overtime*.

Separate daily reports should be kept for any work which is being performed, and on which it is anticipated there will be a claim filed at the end of the job.

Weekly Newsletter

The *Weekly Newsletter*, Form SC-2701A or Form SC-2701B, is intended to present a brief, concise summary of the work performed during the week and work planned for the next week. The statements in the Weekly Newsletter should be general in nature. A detailed description of operations is not required. It is not necessary to list each structure on the job and show the work performed on the individual structures. The intent of the Weekly Newsletter is to give a general "picture" of the work in progress and should include any items of special interest which occurred during the week, such as delays to the job, Contractor's complaints, major accidents, diversion of traffic, opening of structures, etc.

Use of the *Weekly Newsletter* by Structure Representatives is at the discretion of the ACM. This form is only used if your ACM requires its use.

All the information called for on the *Weekly Newsletter* must be completed. The "Estimated Date of Completion (Str.)" refers to the estimated completion date of the structures portion of the work. The estimated date of completion is the Structure Representative's best estimate of the

actual date the structure work will be completed. It should not be the completion date shown on the *Weekly Statement of Working Days*.

Distribution

The distribution of the *Daily Reports* and *Weekly Newsletters* must be in accordance with the following table:

Distribution To	Weekly Newsletter*	Resident Engineer's Daily Report	Assistant Resident Engineer's Daily Report
Area Construction Manager	Copy	Copy	Copy
Bridge Construction Engineer	Copy	Copy	Copy
Resident Engineer	Original	Original	Original + Copy

***At the discretion of the Area Construction Manager**

For *Weekly Newsletters* and *Daily Reports* submitted to the Resident Engineer (RE), the Structure Representative must comply with District policies.

When SC employees are assigned as RE's, they will comply with District policies concerning submittal of the *Weekly Newsletter* and *Daily Reports*. However, copies of the *Weekly Newsletter* and *Daily Reports* which pertain to structure work are to be distributed as described above.

Current SC policy no longer requires the submission of *Assistant Resident Engineer's Daily Reports* to SC Headquarters in Sacramento. Any *Assistant Resident Engineer's Daily Report* requiring further review will be forwarded to SC Headquarters in Sacramento by the ACM.