

CITY OF TUCSON, ARIZONA
DEPARTMENT OF TRANSPORTATION

ENGINEERING DIVISION
ACTIVE PRACTICE GUIDELINES

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APPROVED BY: [Signature]
City Engineer

EFFECTIVE: 10/03/12

DATE: 10/03/12

SUBJECT: CONSTRUCTION INSPECTION REPORTS

1. REPORT INFORMATION:

1.1 The inspector's Daily Report is to be a complete and accurate record of the inspector's observations of work performed or not performed by the contractor-and including sub-contractors-on the project, with regard to contract work activities.

1.2 The inspector's report must be clear and concise, detailing work activities that occurred on the project. The Daily Report is an official document that records project and contractual issues, concerns and events. It is not a personal dairy therefore; personal notes or remarks are inappropriate and unacceptable.

2. GENERAL INFORMATION that is required on the Daily Report (if applicable) includes:

2.1 Report number

2.2 Project number

2.3 Date

2.4 Weather

2.5 Temperature (at the time of the Contractor's start of their day, and at the time of the Contractor's end of their day.)

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3. WORK DONE PER DAY:
 - 3.1 Description of work activities, or tasks. (I.e., sidewalk, curb, RCP, A.C. removal's, A.C. paving, S.G. etc.)
 - 3.2 Location of work activities.
4. WRITTEN DESCRIPTION OF THE DAY'S WORK ACTIVITIES, ISSUES, CONCERNS AND CONVERSATIONS, ETC. (If applicable.)
 - 4.1 Time work starts/ time work stops
 - 4.2 Conversations with the contractor including suggestions by the inspector.
 - 4.3 Communication with other city personnel, other agencies and constituents.
 - 4.4 Time and cause of any delay.
 - 4.5 Rejected work/ materials;
 - 4.5a Inspector's detailed description with validation and contractor's corrective actions to rejected work/ materials.
 - 4.6 Delivery of materials and inspection of delivered materials on site.
 - 4.7 Description of ANY unsafe or hazardous conditions on site and;
 - 4.7a Inspector's observation and recommendations and, contractor's response or corrective action taken in regards to unsafe or hazardous conditions.
 - 4.8 Reference when QA/ QC is on site and what material samples taken and/ or tests. (I.e. Sampled concrete, sampled import backfill, density on ABC, established A.C. rolling pattern, etc.)
 - 4.9 Detailed documentation of any changes that the inspector or Project Manager makes concerning the project.
 - 4.10 Documentation of accidents on site; including a detailed description of vehicles involved and any other pertinent information. If police respond, obtain a copy of the police' "E-Number." (Event Number)