

**CONTROLLING ITEM AND TIME CHARGE GUIDANCE**

| <b>Situation</b>  | <b>TIME CHARGE</b>                                | <b>CONTROLLING ITEM</b>                                  | <b>Additional Info</b>   |
|---|---|--|--|
| <b>No Charge Reasons in Question:</b>                             |   |  |  |
| Accepted for Maintenance  | Accepted for Maintenance                          | <b>Accepted for Maintenance</b>                          | This is charged the day that project is accepted.  |
| Misc cleanup work being done to get project ready for inspection. | Cleanup Work                                      | <b>Cleanup Work</b>                                      | There is no time limit on this.  |
| Working on punch list items                                       | Punch List Items                                  | <b>Punch List Items</b>                                  | Misc work specified after the Final Insp in order to accept the project. 4 week time limit.              |
| After all pay items and cleanup work has been done                | Waiting on Final Inspection (or Local Acceptance) | <b>Waiting on Final Inspection (or Local Acceptance)</b> |  |
| After punchlist and only waiting on vegetation to be established. | Waiting on Vegetation Establishment               | <b>Vegetation Establishment</b>                          |  |
| Awaiting Pre-Construction Conference                              | Awaiting Pre-Construction Conference              | Regular Controlling Item                                 | Will usually be "Const signs" or "Traffic Control" Still use Saturday, Sunday, Holiday when appropriate. |
| Contractor Vacation   | Contractor Vacation                               | Regular Controlling Item                                 |  |
| Curing Period   | Curing Period                                     | Regular Controlling Item                                 | CI should be the one being cured.  |
| Department Action   | Department Action                                 | Regular Controlling Item                                 | Need to explain the Dept Action under CI Remarks.  |
| Legal Delay   | Legal Delay                                       | Regular Controlling Item                                 | Need to explain the Legal Delay under CI Remarks.  |
| Operational Check Period  | Operational Check Period                          | Regular Controlling Item                                 | CI should be the one being checked.  |
| Time provided to acquire materials                                | Procurement Period                                | Regular Controlling Item                                 | CI should be the one being procured.   |
| There is a project note that stops the time charge.               | Project Note                                      | Regular Controlling Item                                 | CI should be the one affected by the Project Note.   |
| Time is stopped because of an ozone alert.                        | Red Ozone Alert                                   | Regular Controlling Item                                 |  |
|   | Resurfacing Start-Up Delay                        | Regular Controlling Item                                 | Will usually be "Const signs" or "Traffic Control"   |
|   | Seasonal Limitation                               | Regular Controlling Item                                 |  |
|   | Shortage of Materials                             | Regular Controlling Item                                 |  |
|   | Strikes   | Regular Controlling Item                                 |  |
|   | Suspension of Contract Time                       | Regular Controlling Item                                 |  |
|   | Utility Conflict                                  | Regular Controlling Item                                 |  |
|   | Vehicular Accident                                | Regular Controlling Item                                 |  |
|   | Waiting on ALDOT Decision                         | Regular Controlling Item                                 |  |
|   | Waiting on County Forces                          | Regular Controlling Item                                 |  |
|   | Waiting on Cylinder Break                         | Regular Controlling Item                                 |  |

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| Situation   | TIME CHARGE                  | CONTROLLING ITEM   | Additional Info  |
|---|------------------------------|--|--|
|   | Waiting on State Forces      | Regular Controlling Item                                   |  |
| Weekend or Holiday                                      | Saturday, Sunday, or Holiday | Regular Controlling Item - not Saturday, Sunday or Holiday | Saturday, Sunday, and Holidays take priority over other No Charge reasons. Counties can only charge "Holiday" on State holidays. |
| <b>Other Situations:</b>                                |                              |  |  |
| Asphalt Items   |                              | Example:<br>Widening, Leveling, Binder                     | "Paving Items" is vague. A type of Asphalt is better or a specific pay item.   |
| When a remark is required                               |                              |  | Remark required on first day under the CI remarks. Can be shown on every day.  |
| <b>Notes:</b>   |                              |  |  |
| Usually limit to 2 related items or operations          |                              |  |  |
| CI can change daily but shouldn't shift back and forth. |                              |  |  |
| Controlling Item should correlate with the Diary Charge |                              |  |  |

**Controlling Item(s).** The current controlling item(s) or operation(s) includes any feature of the work considered at the time by the Engineer as essential to the orderly completion of the work and which, if delayed, will delay the time of completion of the contract.