

Diary

Overview

The *Diary* allows the Project Manager or their representative to preview and approve DWRs, and record basic conditions, time charges and no charge reasons, and to include any remarks they want to include.

Notes:

- **A Diary must be done each day from Time Charges Began to Accepted for Maintenance as specified in the Construction Manual. Time Charge, Weather and Controlling item must be completed.** CAMMS will automatically create a blank diary for each day but the diaries must be completed.
- **The purpose of the diary is to document activities and decisions related to the contract.** It is not to record personnel issues or payroll (time).
- To record information prior to time charges begin (such as survey work, stormwater discharge permit reviews and utility relocation) a paper BC101 should be created.
- Anytime the Primary Project Manager will be gone for more than 7 days, please contact your Area Construction Coordinator. They will assign an alternate user “*Project Manager*” rights for those days so he can approve the diary. (This would normally be the Assistant Project Manager).
- Concerning nighttime projects, the Diary should cover the period from when the work day begins until the end of the shift. For example, during a nighttime project, the diary day might begin at 7PM Monday and end at 6AM Tuesday.
- Assistant PMs will need the Work Group = *Project Manager*.

Diary Summary

This tab shows a list of all diaries that have been created for the contract along with some information such as Time Charge, Status, etc.

Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>Diary</i> subprocess.
2. Click on <i>Preview</i> to enter info for a new diary.
3. Click on <i>Detail</i> to view or edit the diary.
4. Once a diary has been completed, click on <i>Approve</i> to accept it as final. This will change the status to <i>Approved</i> . (Must be Primary PM)

Notes:

- A diary is automatically created for each day of the contract from “Time Charges Began” date until “Accepted for Maintenance” date.
- A blank *Status* indicates that this diary has not be edited or viewed. Any of these invalid “skeleton” diaries will disappear after the Final Est Paid date is entered.
- If there are unapproved DWRs or Remarks in the diary, the diary cannot be approved.
- If there are unapproved Diaries between *Work Began* and the end of an estimate, it will not allow an estimate to be completed. (Except for County projects)
- If Diary has been approved and included in an estimate, edit will change the *Status* to “*Amended*”. If not included in an estimate, edit will change Status back to “*Draft*”.
- Any diary created after AFM date (before it is entered) can be approved.

Diary Detail - Info

The Project Manager uses this screen to enter the basic diary information including Work Times, Weather and Charge Information and to approve DWRs.

Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>Diary</i> subprocess.
2. To enter new diary info, locate the <i>Diary Date</i> and click on <i>Preview</i> .
3. Click <i>Submit</i> to create the diary from the skeleton.
4. Click on <i>Edit</i> to complete the diary (or to edit an existing diary).
5. Enter a <i>Start Time</i> and <i>End Time</i> . (This will be the time that the first contractor showed up until the last one departed).
6. Enter the <i>High</i> and <i>Low Temp</i> for the day.
7. Enter the <i>Weather</i> for <i>AM</i> (and <i>PM</i> if there is a change).
8. Enter the <i>Rainfall</i> if appropriate.
9. Select the <i>Charge Status</i> for the day. Select “DAY CHARGED” for a charged day. If a day should not be charged, select a No Charge Reason from the dropdown list. (See back page for detailed information on these reasons.)
10. Enter a Controlling Item.
11. Click the <i>Save</i> icon. This will return to Diary Detail Info tab.
12. Review the each DWR under <i>DWR Info</i> by viewing the PDF.
13. <i>Approve</i> any DWRs that are complete and accurate.

Notes:

- The diary will automatically populate *High/Low Temp* from submitted DWRs for the day. *Weather* will come from Primary PMs DWR, if one exists. *Start/End Time* will populate from submitted DWRs.
- On the following page, there is a list of No Charge Reasons and their explanations. Please make careful consideration to insure that the most accurate reason is used to describe the situation.
- For No Charge Reasons marked with an “*”, a remark explaining the circumstances for the reason shall be included in Controlling Item remarks.
- Contact the Area Construction Coordinator if there does not appear to be an appropriate reason.
- Any time a change is made to the *Time Charge* or the *No Charge Reason*, please enter a remark under the *ALDOT Actv* Diary Remarks detailing the reason for the change. After an estimate is generated and PM approved, changing the Diary charge will require a remark and will be indicated by † on screen and on reports. The exception is the Estimate Package which will reflect the historical data.
- If a project note does not allow the contractor to work 6 hours on the controlling item on a Monday thru Friday, the credit reason would be “#0210 - Project Note”.
- Click on *Back to Diary Summary* at the upper left-hand corner to return to the list of diaries.
- DWRs/Diaries must be approved within one week of creation.
- The *DIQ* tab contains a list of all Pay Items that were worked on this date.

Diary Detail - Remarks

This tab allows the Project Manager to enter remarks and review and Include, Exclude, or Reject any DWR remarks.

Basic Procedure
1. Open the <i>Remarks</i> tab.
2. Review the <i>DWR Remarks</i> from any Approved DWRs.
3. Choose the <i>Include All</i> box to include all of the boxes in the diary or click on <i>Edit</i> to <i>Include, Reject, or Deny</i> specific remarks.
4. Add any additional <i>Diary Remarks</i> by clicking <i>Add</i> to the right of <i>Diary Remarks</i> .
5. Any existing diary remarks can be revised using <i>Edit</i> or <i>Delete</i> .

Note:

- *Contractor Activities* remarks included in the diary should contain information on which operations went on each day.
- All Remarks must be reviewed and dealt with before the diary can be approved.
- If a rejected Remark is changed, it will change DWR status to *Draft* and reappear on *Remarks* tab as *Pending*.

Remark Type	Description
ALDOT Activities	Document work by Project Inspection staff, instructions given to the Contractor, and decisions made. List any co-inspectors not creating a DWR.
Contractor Activities	Document work by the Contractor and its subcontractors including Pay Item numbers and location by station. This includes work being performed on a force account basis. Include any requests made by the Contractor.
Crashes	Document basic info for crash (formerly known as accident) such as location, time and impact on traffic or Contractor's work, if applicable. Do not include info on those involved, cause or any details included in Crash Report.
DBE/EEO	Track issues like DBE Interviews and non-performance
NOI/Claims	Should be tracking things like NOI filed, weekly meeting held, issues concerning the claim, when it is over, claim submitted, etc.
Railroad	Track RR flagmen and any issues with submittals and project coordination.
Stormwater	Most records should be in SWTS. However, should include comments for upset events, ADEM inspections, and NOVs as well as inspections for any non-permit project.
Traffic Control	Document when C-25 inspections were done daily, traffic shifts, and TC changes
Utilities	Document non-contract relocation work, utility location spotting, and comments about conflicts
Visitors	List any District, Area, Region, and Central Office Personnel or any non-ALDOT personnel such as contractor's home office personnel and local government
Weather	Document when you need to elaborate on weather conditions

OFFICIAL REASONS FOR NOT CHARGING TIME

No Charge Reason	Explanation
Accepted for Maintenance	Contractor has completed all work, ALDOT/County/City is ready to accept it, and communicates that date to Construction Bureau
Adjustment Period	For Test Strip Work (106.09(d)) that prevents 6 hours of production. See 108.08(d)1.
Awaiting Pre-Construction Conference	
Awaiting Right-of-Entry*	
Between Mowing Cycles	
Cleanup Work	Work to prepare the site for Final Inspection once all Pay Items are complete
Contractor Vacation	Per CIM 1-90
Curing Period	
Days B'twn NTP and Time Charges Begin*	Only used in SiteManager; for Diaries created prior to start of Time Charges
Department Action*	
Earthquake	
Flood	
Fog	
Forest Fire/Smoke	
High Winds	
Holiday	As defined in Subarticle 101.01(b) of ALDOT Standard Specs
Hurricane*	Include the official name of the Hurricane/Tropical Storm event in the Diary Remarks
Ice	
Imminent Bad Weather*	Use in rare circumstances where forecasted bad weather limits the contractor's work to less than 6 hours on items such as a bridge deck pour or surface treatment placement
Legal Delay*	
Operational Check Period*	Example – 30 day burn on Lighting projects
Procurement Period*	When plans/special provisions provide for time to acquire materials
Project Note*	Example – Lane Closure restrictions on a normal workday
Punch List Items	Work to correct any deficiencies noted from Final Inspection per 105.15(a)
Railroad Conflict	
Rain	
Recovery*	
Red Ozone Alert*	Use only in major cities where applicable
<i>Resurfacing Start-Up Delay*</i>	<i>Temporarily reinstated per December 2013 CE/ME Quarterly Meeting & 1/15/14 email</i>
Saturday	
Seasonal Limitation*	
Shortage of Materials (from Suppliers)*	Regional shortage; requires letters from suppliers and approval from Construction Bureau
Snow	
Strikes*	
Sunday	
Suspension of Contract Time*	
Too Cold	
Too Wet	
Tornado	
Utility Conflict*	
Vehicular Accident*	
Waiting on ALDOT Decision*	
Waiting on County Forces*	
Waiting on Cylinder Break*	
Waiting on Final Inspection	Use after all Pay Items and Cleanup Work are complete and until such time a Final Inspection per 105.15(a) is conducted
Waiting on Local Acceptance*	Use for City/County projects when local governing body must agree to accept for maintenance after the final inspection so ALDOT can notify Contractor
Waiting on State Forces*	
Waiting on Vegetation Establishment	Use if all Punch List Items are complete and the only issue is waiting on satisfactory stand of grass to accept the project and request NPDES Permit termination

*Indicates that a Remark with an explanation is required in the Diary if this reason is used.