

# Contractor Equipment

Recordkeeper Job Aid

Construction Division

# Construction Recordkeeper Job Aid

## Overview

The goal of this document is to provide information regarding file documentation needed pertaining to verification and identification of equipment requirements, calibrations, and measurements.

## Resources

- *Construction Contract Administration Manual* (CCAM), Chapter 3, Section 4, "Construction Requirements"
- TxDOT Standard Specifications, Article 7.16., "Hauling and Loads on Roadways and Structures" (2014 and 2024 spec books)
- Contract/Specific Bid Items and/or Project Records Checklist

## Measurements and Calibrations

Review Project Records Checklist & Item Specifications for each specific project. The column labeled "Minimum Information Needed in SiteManager and/or Project Files" will reflect specific requirements, equipment measurements, and calibrations needed for each item. Also review the applicable specifications along with the contract documents to identify contractor equipment requirements, measurements, and calibrations needed.

## Examples

- **Haul Truck Measurements** – Material paid by the truck measurement. List of haul trucks and measurements are required per truck.
  - Item Examples: 110, "Excavation," 132, "Embankment"
- **Water Truck Measurements** – Water Truck Measurements required per truck.
  - Item example: 168, "Vegetative Watering"
- **Traffic Control Devices**
  - Item 502, "Barricades, Signs" and Traffic Handling
  - Verify TMA and TA devices are on the [Compliant Work Zone Traffic Control Device List](#).
- **Spray Bar Calibrations** – Section 316.3.1.3.1., "Transverse Distribution," requires a distributor test report less than a year old.
  - Item example: 316, "Seal Coat," Article 3., "Equipment," Section 3.1.3., "Calibration"
- **Asphalt Distributor Tank Volume Calibrations** – Section 316.3.1.3.2., "Tank Volume," requires documentation of distributor calibration performed not more than 5 years before the date first used on the project.
  - Item example: 316, "Seal Coat," Section 3.1.3., "Calibration"
- **Overweight Truck Permits** – Article 7.16, "Hauling and Loads on Roadways and Structures," requires yearly overweight permits upon the Engineer's request.
  - Item example: 344, "Superpave Mixtures," Article 5., "Measurement," Section 5.1., "Superpave Mixtures," refers to Item 520, "Weighing and Measuring Equipment." Article 520.2., "Equipment," requires tracking overweight loads for materials paid by the ton.

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## Best Practices

Review contract line items to determine what equipment might be used during the project with project staff.

Identify all documentation needed prior to the preconstruction conference and correspond with the Prime regarding what is required.

File documentation timely in ProjectWise under the corresponding folder for reference prior to making payments. If documentation is needed, request necessary documentation prior to running the estimate. Escalate nonresponse from Contractor to the Area Engineer as needed.

Review calibration documentation annually or during a project audit to verify equipment is still in compliance throughout the life of the project.

Review change orders for additional equipment requirements needed for project records.