Daily Work Reports Review

Recordkeeper Job Aid

Construction Division

Texas Department of Transportation

Construction Recordkeeper Job Aid

Overview

Site Manager's Daily Work Report (DWR) is the Department's official record of what occurs on a construction project. The DWR is used to record installed quantities for contractor payments and record information regarding the facts and details of the project. Maintaining a daily account of projects activities provides invaluable documentation of the prosecution of work and related events. Maintain and update the daily project records so that anyone may take over the work and maintenance of the records at any time.

The goal of this document is to provide information and steps to review a DWR,

Resources

- *Construction Contract Administration Manual*, Chapter 4, "Project Records and Closeout"
- Construction Division (CST), Recordkeeper Development Program webpage, DWR Review (internal access only)
- Inspector Development Program, Construction Math References (internal access only)
- CST Construction Support DWR Guidance & Examples

Applications Used

- SiteManager
- ProjectWise

Reports

- Project Records Checklist
- SiteManager Reports webpage (internal access only)
- DWR Diary Report
- Item History Report

Daily Work Report Review

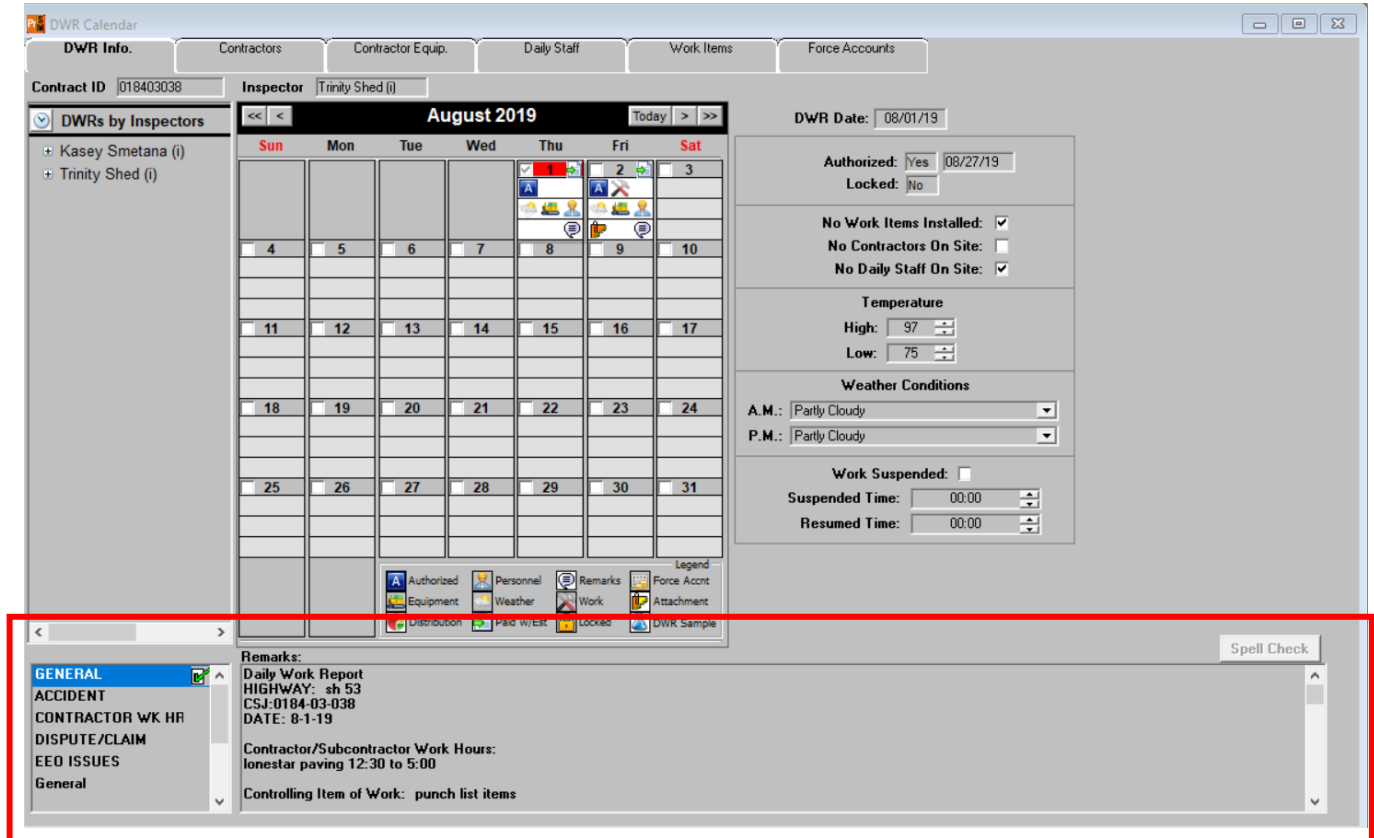DWR entries must include, as a minimum, the following.

- Date
- Temperature
- Weather conditions
- Contractor/subcontractor work hours
- Controlling item of work based on schedule
- Work performed:
- Who performed the work
- What was performed (inspected and not inspected)
- Where was work performed (station numbers and offsets)

At least one DWR must be completed for each day from the date the contractor begins work or the date working day charges begin, whichever occurs first in the completion of work.

The recommended practice is to break DWR review into three steps.

1. Review the DWR Narrative

The Remarks section is the narrative information of the daily project activities recorded by the inspector in SiteManager. Information may be recorded within the General header or within the individual headers provided in Remarks section. The DWR Guidance Document provides instructions for completing the DWR Template, which can be used by the inspector. The information recorded also allows the reviewer to be aware of information regarding the project for the day.
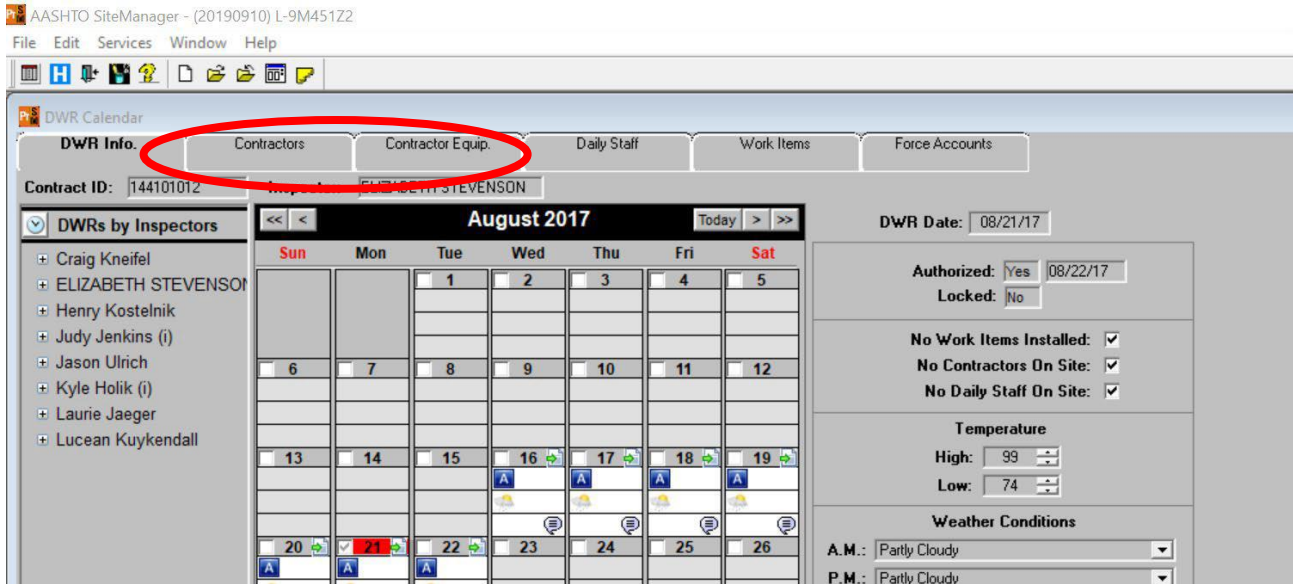
Review of this narrative includes information regarding the Prime and subcontractor workforces on the project to assist with submitted payroll review.

For projects involving multiple inspectors, avoid conflicting DWRs and duplication of contractor forces and equipment.

Note any discrepancies with the inspector and resolve prior to DWR authorization.

2. Review the DWR Contractors and Contractor Equipment Tabs

Review the Contractors tab for recorded information on:

- Contractors named on site,
- Type of contractor personnel,
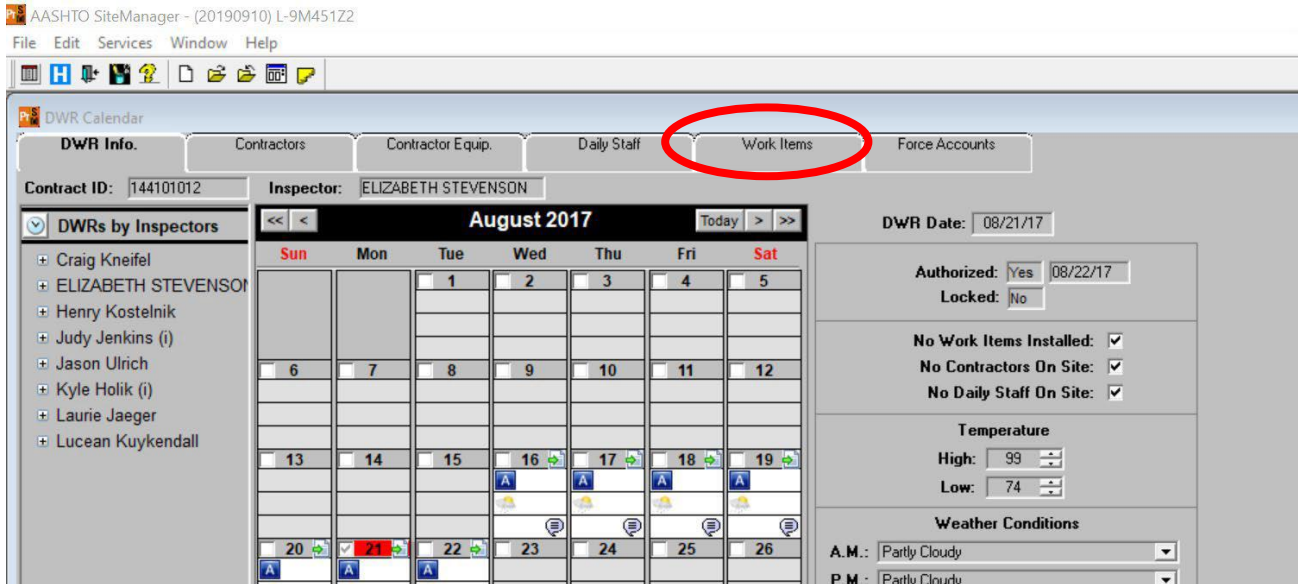- Number of workers, and
- Hours worked.

Review the Contractor Equipment tab for recorded information on:

- Type of equipment
- Number of pieces of equipment and
- Hours used.

Information recorded within the tabs should align with the DWR narrative information provided for the day. Note any discrepancies with the inspector and resolve prior to DWR authorization.

3. Review the Work Items Tab

Review the Work Items tab for payments made by the inspector related to the work recorded in the Daily narrative. Review the payment entry to make sure the minimum information is recorded in SiteManager for each pay item and the supporting documentation is provided to support the payment. Resources to help identify this information include the following.

- Project Records Checklist – a resource for determining the entry in SiteManager along with the required project records associated with the pay item
- Specification Book applicable to the project
- The contract and plans for the project, including any General Notes, Special Provisions, and Special Specifications
- Construction Math reference – can assist in reviewing calculations and drawings
- Change Orders if applicable to the project

Reviews can include the following, if applicable to the paid item based on responsibilities.

- Minimal entry recorded to support the paid item
- Remarks review
- Calculations and/or drawings review to support paid item
- Review of appropriate line item being paid in accordance with work
- Plans quantity review
- Over/underrun review
- Tickets or invoices received and reviewed to support for paid item
- Appropriate testing completed and/or approved
- Buy America compliance documentation to support the paid item if applicable

When reviewing pay calculations or drawings submitted by the inspector, it is a best practice to initial and date the documents for the project files.

Note any discrepancies with the payment entry and/or supporting documentation with the inspector to resolve prior to DWR authorization.

Daily Staff and Force Account tabs are not used.

File all supporting documentation received to support the payment entry in SiteManager within ProjectWise in the appropriate folders in accordance with the Project File Index.

DWR information can be reviewed through the individual tabs within SiteManager, or you can review the DWR entry through the DWR preview report. Use the instructions on the following pages to access this report.

DWR Authorization

Once all information recorded is verified and any discrepancies resolved, the DWR can be authorized. Refer to any additional District or Area Office procedures regarding DWR approvals.
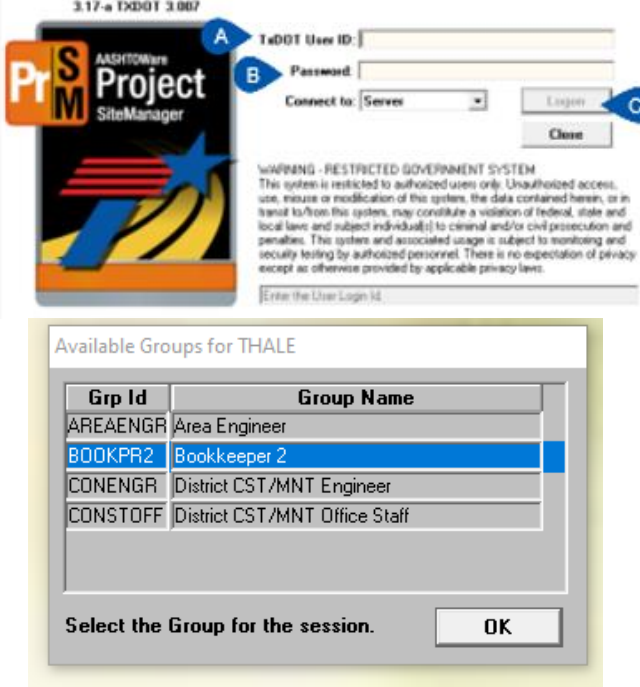
- Ensure a minimum of two individuals are involved in the authorization of the DWR so that the individual inputting the information in the DWR is not the same individual authorizing the DWR.
- By checking the authorized box in SiteManager, the checker indicates that they have made a reasonable and good faith effort to ensure the information with the DWR is complete and can be included for payment.
- Authorize DWRs in a timely manner.

Best Practices

Use the available reports and resources to review the DWRs. Speak to the project team to discuss necessary documentation regarding the work items included in the contract.
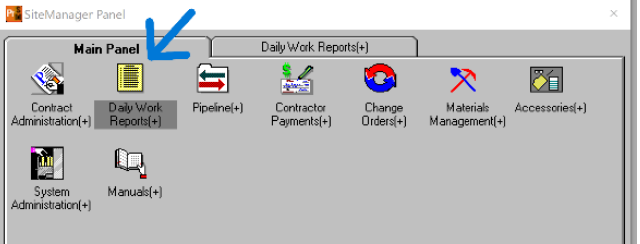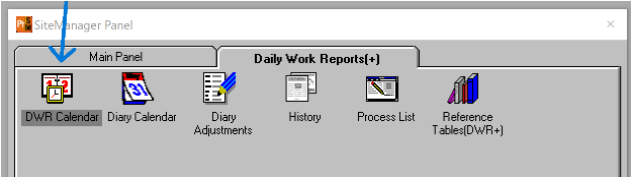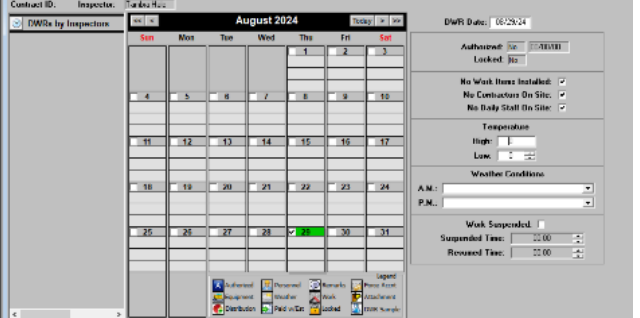
Daily Work Report Review Using SiteManager and the DWR Preview

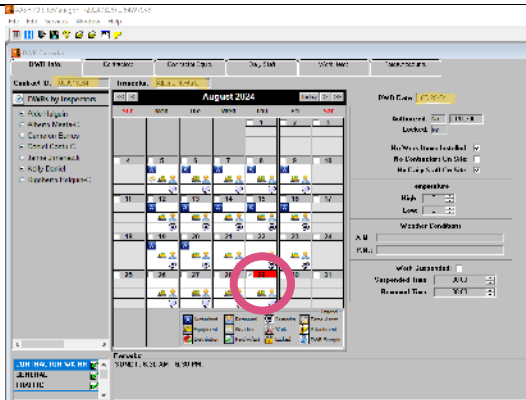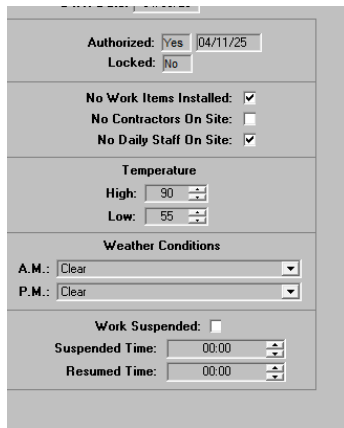|	
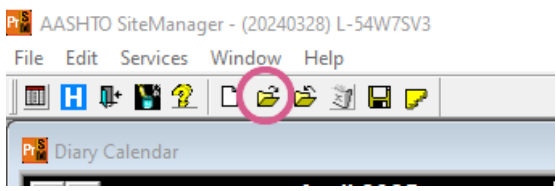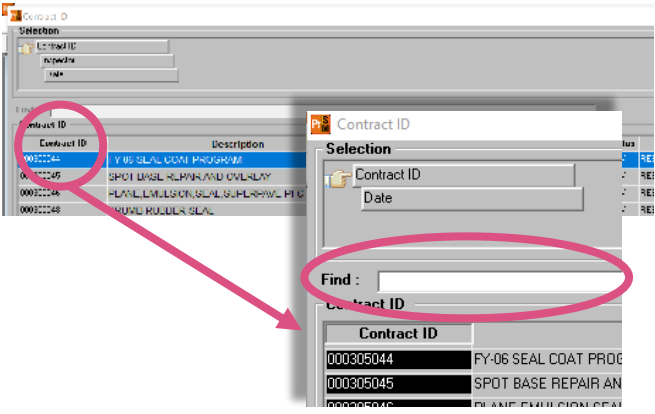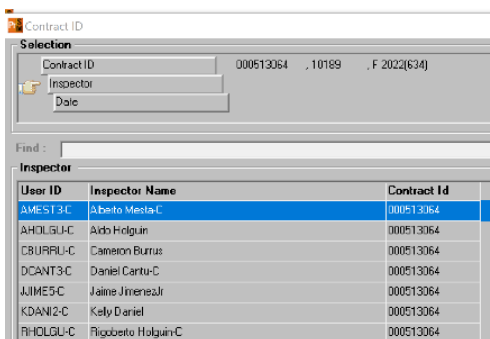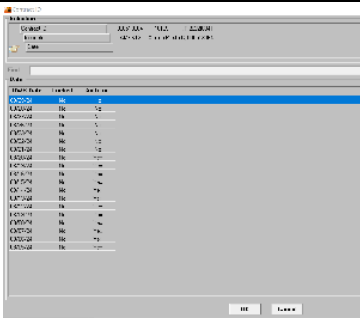
	1. Log into the SiteManager Application
	
	   a. Type your TxDOT User ID
	
	   b. Type your Network Password
	
	   c. Click Logon
	
	   d. Choose the BOOKPR2 role, then click ok.

	2. Click on Daily Work Reports, then open the DWR Calendar.

	3. Click the OPEN icon, choose Project Screen, and select the project.
	4. Click on the Contract ID column to select it. When it turns black, type the controlling CSJ (without dashes) into the Find bar, and double click on the CSJ.
	5. The window will show a list of inspectors/recordkeepers who have DWRs on the project. Select the inspector that will be reviewed. (Double click or click OK at the bottom.)
	6. Select the date to be reviewed. (Double click or click OK at the bottom.)

7. The calendar screen will show the month of the DWR date that will be reviewed.

   a. Check the Contract ID, Inspector Name, and DWR Date to make sure that is the DWR under review. The date will have a red banner.

   b. To the right of the calendar is a snapshot of information recorded for the day. Ensure weather information is recorded.
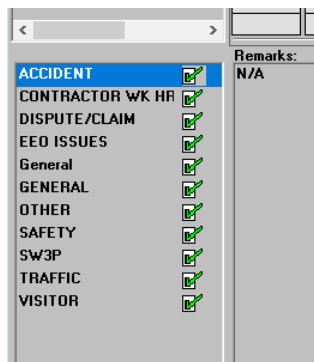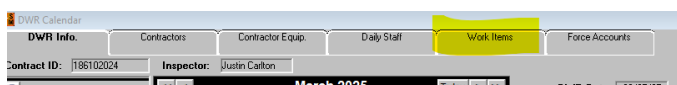
      Note: this section includes checkboxes for:
      - no work items installed,
      - no contractors on site,
      - no daily staff on site and
      - work suspended.

   c. The bottom section under the calendar is where the remarks will go for each section of the DWR.

      Follow DWR Guidance document and any additional District guidance (if applicable).

8. After confirming the DWR follows the guidance, if there were items installed that day, click on the Work Items tab.

9. In the Work Items tab, the items that were paid/installed that day will be at the top of the list with a checkmark in the Entry column.
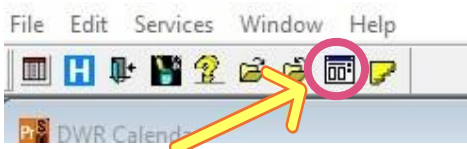

10. Single click on an item that was paid. This will bring up the paid entry information.

    The bottom section of the window will show the entry made for that date, including:

    - quantity,
    - running total,
    - unit of measure,
    - price of entry,
    - estimate,
    - contractor, and
    - location.

    Review the remarks bubble for any additional information made regarding the work item.

11. After confirming entries have been made, click on the Preview DWR icon to open a preview of how the full DWR entry will look.

    The preview can be printed out or saved. Use the project records checklist to ensure that the required documentation is on file.

12. Use the CST Math Reference guide for assistance in verifying calculations and drawings.