

Daily Work Reports Review

Recordkeeper Job Aid

Construction Division

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.

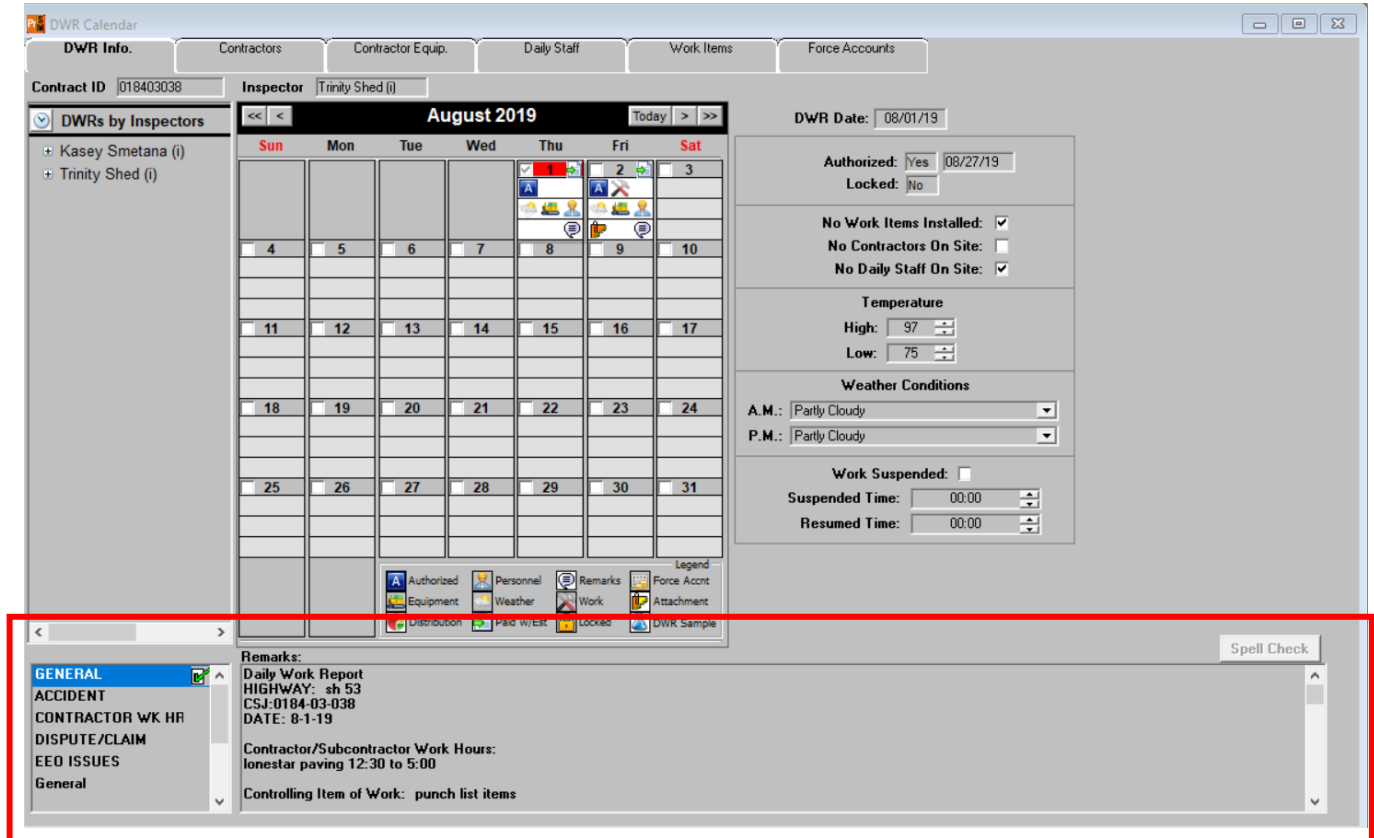
- Date
- Temperature
- Weather conditions
- Contractor/subcontractor work hours
- Controlling item of work based on schedule
- Work performed:
- Who performed the work
- What was performed (inspected and not inspected)
- Where was work performed (station numbers and offsets)

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.

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

1. Review the DWR Narrative



The screenshot displays the DWR Calendar application. The top navigation bar includes tabs for DWR Info, Contractors, Contractor Equip., Daily Staff, Work Items, and Force Accounts. The main interface shows a calendar for August 2019, with the 1st of the month highlighted. To the right of the calendar, there are fields for DWR Date (08/01/19), Authorized status (Yes/No), Locked status (No), and checkboxes for No Work Items Installed, No Contractors On Site, and No Daily Staff On Site. Below these are temperature fields (High: 97, Low: 75) and weather conditions (A.M.: Partly Cloudy, P.M.: Partly Cloudy). A Work Suspended section includes fields for Suspended Time and Resumed Time, both set to 00:00. The bottom section, outlined in red, contains the Remarks area. On the left, a list of categories includes GENERAL, ACCIDENT, CONTRACTOR WK HR, DISPUTE/CLAIM, EEO ISSUES, and General. The main text area for Remarks contains the following information:

- Daily Work Report
- HIGHWAY: sh 53
- CSJ:0184-03-038
- DATE: 8-1-19
- Contractor/Subcontractor Work Hours: lonestar paving 12:30 to 5:00
- Controlling Item of Work: punch list items

A Spell Check button is located in the top right corner of the Remarks section.

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.

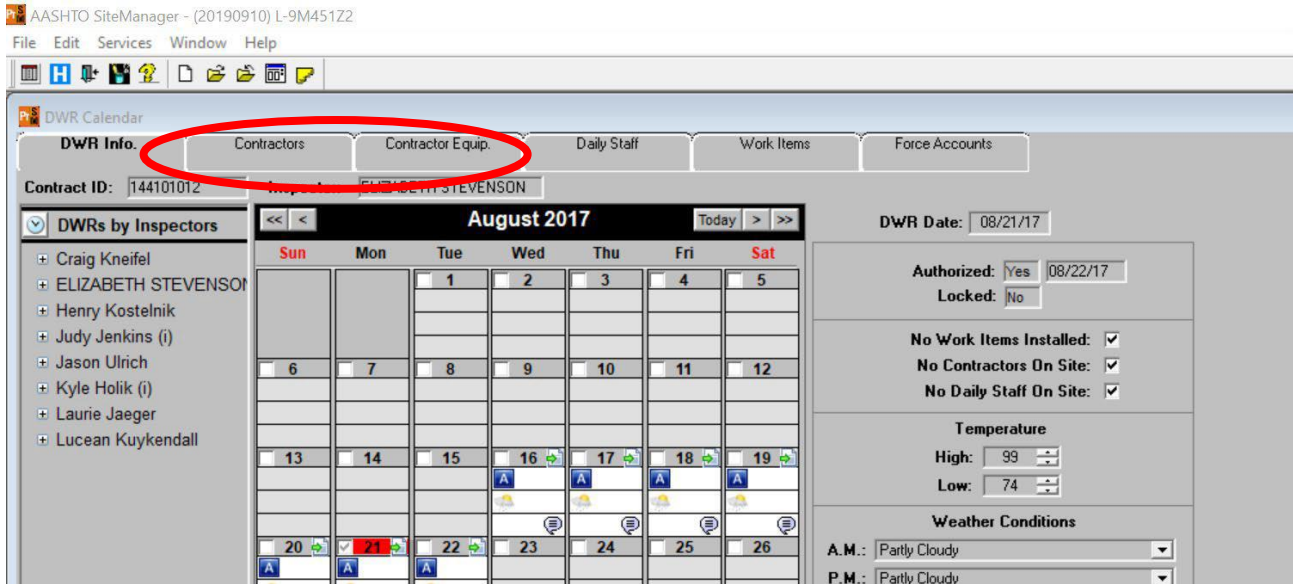
Review of this narrative includes information regarding the Prime and subcontractor workforces on the project to assist with submitted payroll review.

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.

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2. Review the DWR Contractors and Contractor Equipment Tabs



AASHTO SiteManager - (20190910) L-9M451Z2

File Edit Services Window Help

DWR Calendar

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 144101012 Inspector: ELIZABETH STEVENSON

DWRs by Inspectors

- + Craig Kneifel
- + ELIZABETH STEVENSON
- + Henry Kostelnik
- + Judy Jenkins (i)
- + Jason Ulrich
- + Kyle Holik (i)
- + Laurie Jaeger
- + Lucean Kuykendall

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

DWR Date: 08/21/17

Authorized: Yes 08/22/17

Locked: No

No Work Items Installed: ☒

No Contractors On Site: ☒

No Daily Staff On Site: ☒

Temperature

High: 99

Low: 74

Weather Conditions

A.M.: Partly Cloudy

P.M.: Partly Cloudy

Review the Contractors tab for recorded information on:

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

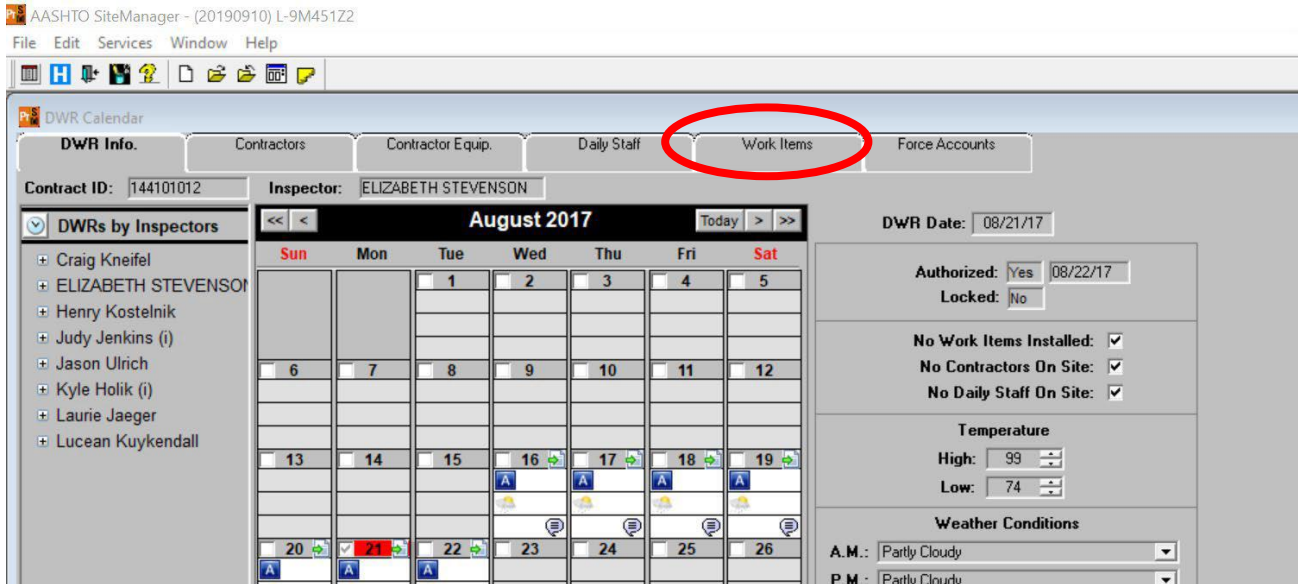
Review the Contractor Equipment tab for recorded information on:

- 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.

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3. Review the Work Items Tab



AASHTO SiteManager - (20190910) L-9M451Z2

File Edit Services Window Help

DWR Calendar

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 144101012 Inspector: ELIZABETH STEVENSON

DWRs by Inspectors

- + Craig Kneifel
- + ELIZABETH STEVENSON
- + Henry Kostelnik
- + Judy Jenkins (i)
- + Jason Ulrich
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DWR Date: 08/21/17

Authorized: Yes 08/22/17

Locked: No

No Work Items Installed: ☒

No Contractors On Site: ☒

No Daily Staff On Site: ☒

Temperature

High: 99

Low: 74

Weather Conditions

A.M.: Partly Cloudy

P.M.: Partly Cloudy

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

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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.

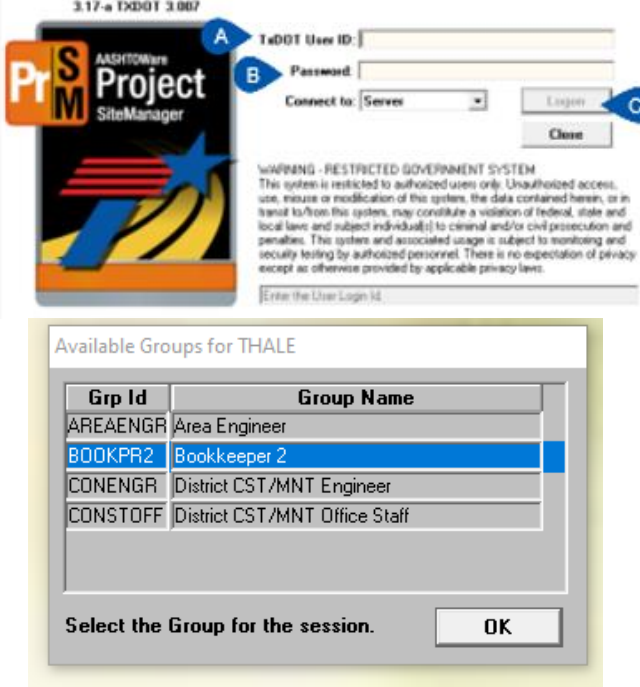
- Ensure a minimum of two individuals are involved in the authorization of the DWR so that the individual inputting the information in the DWR is not the same individual authorizing the DWR.
- By checking the authorized box in SiteManager, the checker indicates that they have made a reasonable and good 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.

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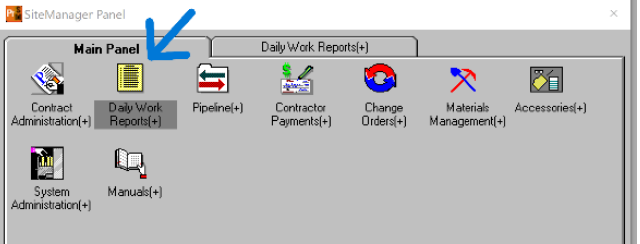
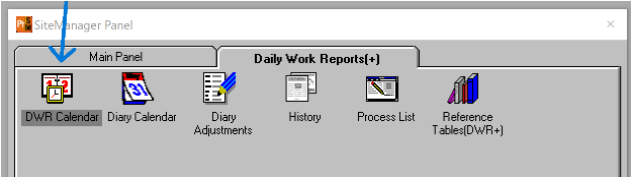
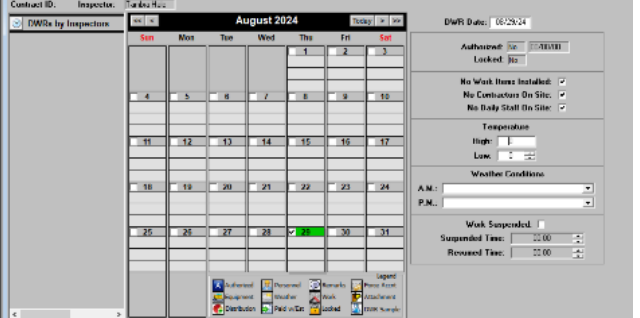
Daily Work Report Review Using SiteManager and the DWR Preview



Grp Id	Group Name
AREAENGR	Area Engineer
BOOKPR2	Bookkeeper 2
CONENGR	District CST/MNT Engineer
CONSTOFF	District CST/MNT Office Staff

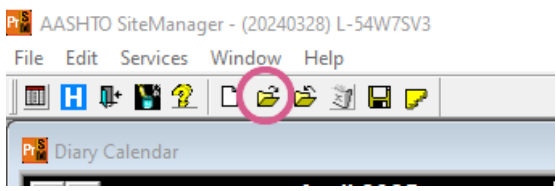
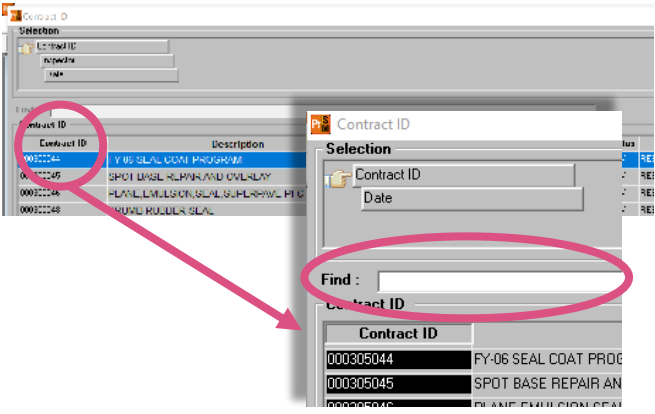
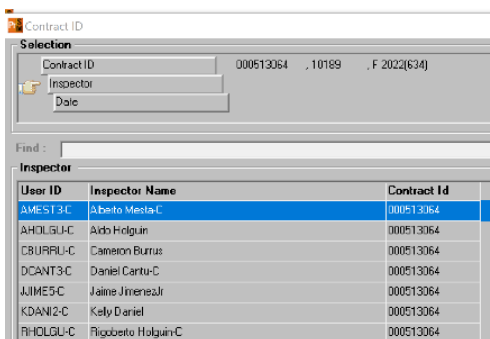
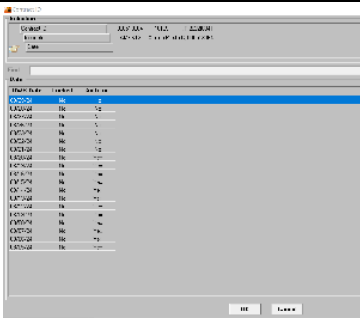
Select the Group for the session. OK

- Log into the SiteManager Application
 - Type your TxDOT User ID
 - Type your Network Password
 - Click Logon
- Choose the BOOKPR2 role, then click ok.

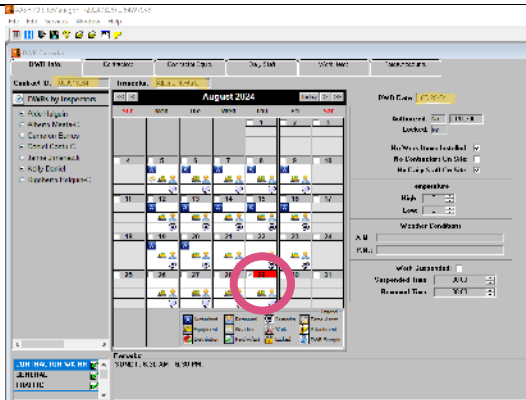
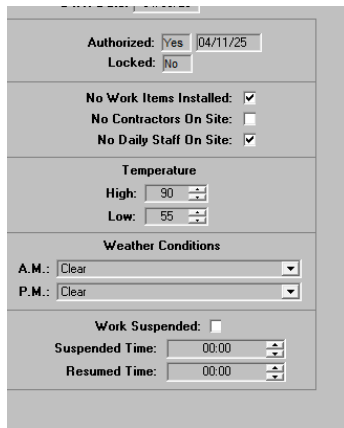




- Click on Daily Work Reports, then open the DWR Calendar.

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	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.																								
 <table><tr><th>User ID</th><th>Inspector Name</th><th>Contract Id</th></tr><tr><td>AMEST3C</td><td>Alberto Mesta-C</td><td>000513064</td></tr><tr><td>AHOLGU-C</td><td>Aida Holguin</td><td>000513064</td></tr><tr><td>CBURRU-C</td><td>Cameron Burrus</td><td>000513064</td></tr><tr><td>DCANT3C</td><td>Daniel Cantu-C</td><td>000513064</td></tr><tr><td>AJIMES-C</td><td>Jaine Jimenez</td><td>000513064</td></tr><tr><td>KDANI2-C</td><td>Katy Daniel</td><td>000513064</td></tr><tr><td>RHOLGU-C</td><td>Rigoberto Holguin-C</td><td>000513064</td></tr></table>	User ID	Inspector Name	Contract Id	AMEST3C	Alberto Mesta-C	000513064	AHOLGU-C	Aida Holguin	000513064	CBURRU-C	Cameron Burrus	000513064	DCANT3C	Daniel Cantu-C	000513064	AJIMES-C	Jaine Jimenez	000513064	KDANI2-C	Katy Daniel	000513064	RHOLGU-C	Rigoberto Holguin-C	000513064	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.)
User ID	Inspector Name	Contract Id																							
AMEST3C	Alberto Mesta-C	000513064																							
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	6. Select the date to be reviewed. (Double click or click OK at the bottom.)																								

Construction Recordkeeper Job Aid

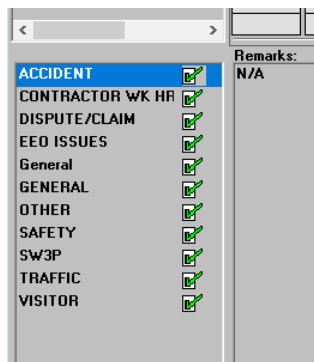
Authorized: Yes [04/11/25]
 Locked: No

No Work Items Installed: ☒
 No Contractors On Site: ☐
 No Daily Staff On Site: ☒

Temperature
 High: 90
 Low: 55

Weather Conditions
 A.M.: Clear
 P.M.: Clear

Work Suspended: ☐
 Suspended Time: 00:00
 Resumed Time: 00:00



Remarks: N/A

ACCIDENT ☒
 CONTRACTOR WK HR ☒
 DISPUTE/CLAIM ☒
 EEO ISSUES ☒
 General ☒
 GENERAL ☒
 OTHER ☒
 SAFETY ☒
 SW3P ☒
 TRAFFIC ☒
 VISITOR ☒

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.

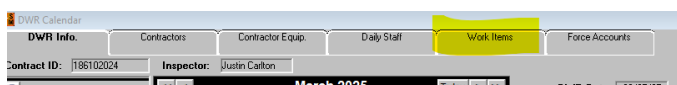
Note: this section includes checkboxes for:

- 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.



DWR Calendar

DWR Info: Contract ID: 1186102024 Inspector: Justin Carlton DWR Date: 03/27/2025

Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 1186102024 Inspector: Justin Carlton DWR Date: 03/27/2025

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DWR Calendar

Contract ID: 171807045 Inspector: Samuel Gomez-C Date: 01/28/25

Entry	Project Nbr	Line Item Nbr	Cat Nbr	Item Code	Item and Supplemental Descriptions	Paid To Date Qty	Current Contract (Bid+CO) Qty
<input checked="" type="checkbox"/>	171807045	0050	001	01046011	REMOVING CONC (MEDIAN):	145,000	145,000
<input checked="" type="checkbox"/>	171807045	0116	001	05006003	MOBILIZATION (CALLOUT 1):	1,000	1,000
<input checked="" type="checkbox"/>	171807045	0161	001	06186046	COND (PVC) (SCH 80) (2"):	29,000	29,000
<input checked="" type="checkbox"/>	171807045	0162	001	06206009	ELEC CONDR (NO 6) BARE:	591,000	1,144,000
<input checked="" type="checkbox"/>	171807045	0163	001	06246001	GROUND BOX TY A (122311):	1,000	1,000
<input checked="" type="checkbox"/>	171807045	0164	001	06246028	REMOVE GROUND BOX:	1,000	3,000
<input checked="" type="checkbox"/>	171807045	0287	001	06846012	TRF SIG CBL (TY A)(12 AWG)(7 CONDR):	591,000	568,000
<input checked="" type="checkbox"/>	171807045	0288	001	06906137	VIVDS CABLE (INSTALL):	641,000	641,000
<input checked="" type="checkbox"/>	171807045	0289	001	06906010	REPLACE OF CABLES/Replace Radar Cable:	1,282,000	1,282,000
<input type="checkbox"/>	171807045	0060	001	01046022	REMOVING CONC (CURB AND CUTTER):	2,078,000	2,037,000
<input type="checkbox"/>	171807045	0065	001	01056013	REMOVING STAB BASE & ASPH PAV (9"):	23,704,950	20,957,000
<input type="checkbox"/>	171807045	0070	001	01056022	REMOVING STAB BASE AND ASPH PAV (13"):	18,758,170	17,674,000

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.

DWR Calendar

Contract ID: 171807045 Inspector: Samuel Gomez-C Date: 01/28/25

Entry	Project Nbr	Line Item Nbr	Cat Nbr	Item Code	Item and Supplemental Descriptions	Paid To Date Qty	Current Contract (Bid+CO) Qty
<input checked="" type="checkbox"/>	171807045	0050	001	01046011	REMOVING CONC (MEDIAN):	145,000	145,000
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<input checked="" type="checkbox"/>	171807045	0161	001	06186046	COND (PVC) (SCH 80) (2"):	29,000	29,000
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<input checked="" type="checkbox"/>	171807045	0164	001	06246028	REMOVE GROUND BOX:	1,000	3,000
<input checked="" type="checkbox"/>	171807045	0287	001	06846012	TRF SIG CBL (TY A)(12 AWG)(7 CONDR):	591,000	568,000
<input checked="" type="checkbox"/>	171807045	0288	001	06906137	VIVDS CABLE (INSTALL):	641,000	641,000
<input checked="" type="checkbox"/>	171807045	0289	001	06906010	REPLACE OF CABLES/Replace Radar Cable:	1,282,000	1,282,000
<input type="checkbox"/>	171807045	0060	001	01046022	REMOVING CONC (CURB AND CUTTER):	2,078,000	2,037,000

Dwn Date	User Name	Rpt Qty	Running Total	Over Undrs	Q
01/28/2025	Samuel Gomez-C	145,000	145,000	000	

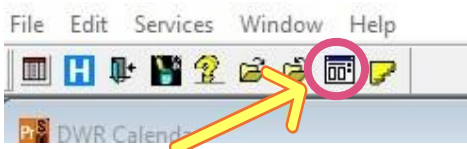
10. Single click on an item that was paid. This will bring up the paid entry information.

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.

Construction Recordkeeper Job Aid



File Edit Services Window Help

DWR Calendar

Print Preview

Next Prior Print Setup... Zoom... Save As... Close Rulers

RPT-ID: RDWRHCON STATE OF TEXAS DATE: 04/29/2025
 USER: TDALE Department of Transportation PAGE: 1 of 4
 Tenders Mail

DAILY WORK REPORT FOR CONTRACT: 17180/045

DWR Date: 01/29/2025	Contract ID: 17180/045	Authorized: Y	Locked: N	Print: Y
Inspector ID: 5304E3	Inspector: Samuel Gomez C			
High Temp: 50	Low Temp: 36	A.M. Condition: Cloudy	P.M. Condition: Cloudy	
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Installed	No Contrs Present	No Staff Present

Remarks: Yes CONTRACTOR WK: This DWR created for estimate purposes only.
 HRS

Contractor Information

Contractor ID: 09746	Contractor Name: JONES BROS. DIRT & PAVING CONTRACTORS, INC.	Hrs Worked: 0.00
Nbr of Supervisors:	Nbr Of Workers:	

Work Item Information

Item Code: 01046/01	Description: REMOVING CONC (MEDIAN)
Supp Desc 1:	
Supp Desc 2:	

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.