

The following examples of daily diary entries are provided to aid the NRCS quality assurance (QA) inspector when completing daily diary entries. Examples provided relate to the types of construction practices covered in NEH 645.

Each example daily diary entry is paginated. The first number corresponds to the NEH 645 chapter to which the example daily diary entry is directly associated. The second number corresponds to the number of the diary example.

Daily Diary (Safety Entry Example 1)

Report No. *101* Date *May 1, 2009*

Weather *Partly cloudy* Min. Temp *51°* Max. Temp *63°*

Precipitation *0* Inches Storm Period A.M. P.M. A.M. P.M.

Shift No. *2* App. Time A.M. P.M. To A.M. P.M.

Work Period *7:30* *A.M.* *P.M.* *3:30* *A.M.* *P.M.*

Work Force

Superintendent *C.J. Manning* Skilled Laborer

Foreman *M.H. Brown* *3* *4*

Estimated Quantities of Pay Work Accomplished

Item No.	Item	Unit	Quantity
<i>19</i>	<i>Metal fabricaton and installation, principal spillway</i>	<i>LS</i>	<i>1</i>

Narrative

Upon arrival at site at 7:00 a.m., I conducted a safety walk-through of the site. All workers wearing appropriate PPE. Contractor installed trash guard on principal spillway inlet tower. Workers required to tie-off when working 10 feet above ground. Housekeeping is still an issue. Notified contractor to maintain a clean jobsite free of loose material and rubbish. Contractor to remind workers at next toolbox meeting to keep the site clean. Next toolbox meeting is scheduled before resumption of work tomorrow morning. Contractor ceased work and left site at 5:00 p.m. I left site at 5:00 p.m. Dale McCurry

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Daily Diary (Safety Entry Example 2)

Report No. 101	Date May 1, 2009		
Weather <i>Partly cloudy</i>	Min. Temp 51°	Max. Temp 63°	
Precipitation 0	Inches	Storm Period	A.M. P.M.
Shift No. 2	App. Time	A.M. P.M.	To A.M. P.M.
Work Period	7:30 A.M.		3:30 A.M.
Work Force			
Superintendent <i>C.J. Manning</i>		Skilled	Laborer
Foreman <i>M.H. Brown</i>		3	4

Estimated Quantities of Pay Work Accomplished

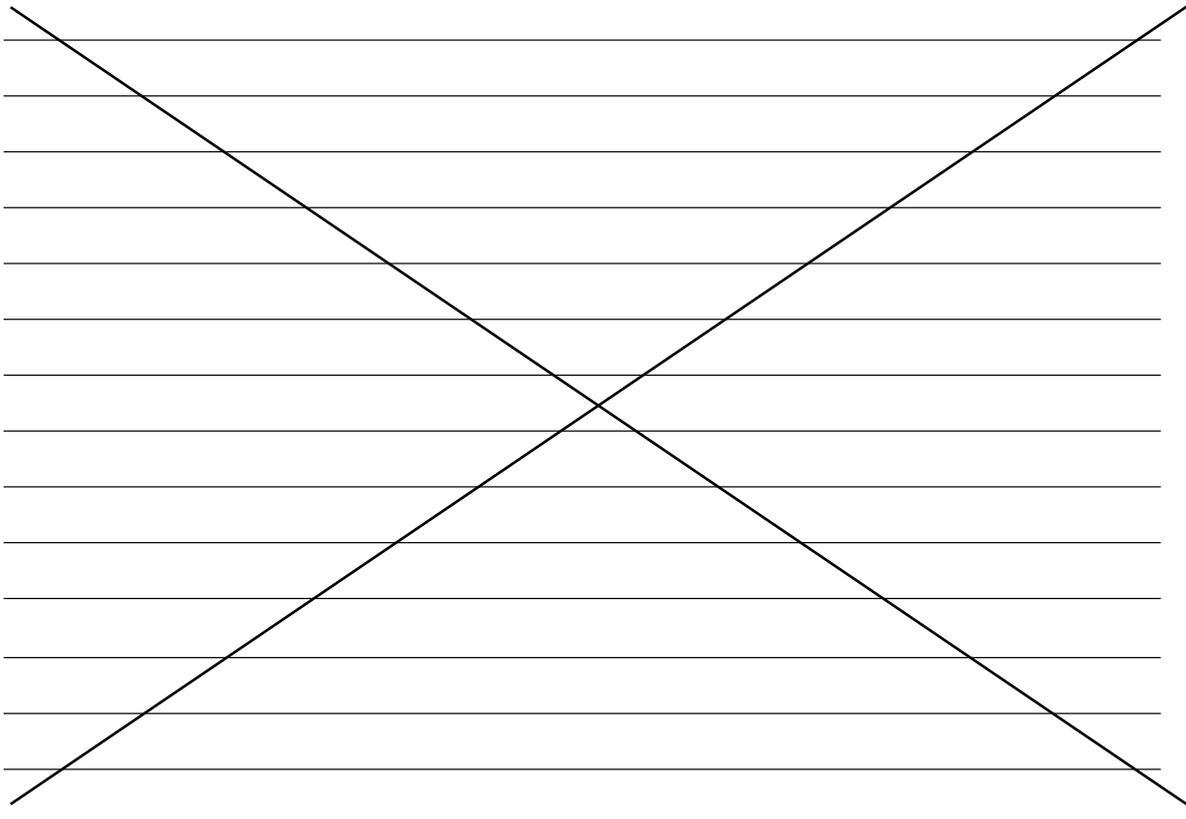
Item No.	Item	Unit	Quantity
8	<i>Excavation, common, foundation</i>	<i>yd³</i>	<i>200/53500</i>
9	<i>Earthfill, embankment</i>	<i>yd³</i>	<i>1800/45300</i>

Narrative

I arrived on site at 0700. Contactor excavating foundation for principal spillway conduit and placing earthfill on left half of dam. 0900 I checked foundation of principal spillway at two locations and asked contractor's surveyor Tom Gray for a copy of his principal spillway layout notes. He said he would provide a copy of his notes to me tomorrow. 1100 Observed Inspector Michael Aldridge checking in-place moisture and density of fill between stations 2+00 and 12+00. I discussed the need for him to pay particular attention to the moisture and density of the foundation and fill where the fill joins the abutment. He agreed and confirmed fill at abutment was not being compacted to the specified density. He discussed this with Forman Brown and Mr. Brown directed the small compactor to the abutment area. 1300 Mr. Aldridge informed me of the limits of non-conforming fill and that it had been removed and replaced with fill that met density and moisture requirements. 1330 I noticed D6 dozer ran into fence at location approx. 200 feet downstream of dam Sta. 4+35. Forman Brown and I drove to the location and Brown asked the operator to turn off the dozer and step away.

Daily Diary (Safety Entry Example 2)—continued

Operator, Fred Jones, smelled of alcohol and was having trouble explaining what happened. His speech was slurred and he was wobbly when he walked. Superintendent Manning drove up as operator Jones was exiting dozer. Mr. Brown took Mr. Jones to the contractor's field office. 1400 I called CO Jane Macon and was instructed to contact the landowner and ask the contractor and landowner to negotiate to have the fence repaired. 1410 I called the landowner Graves to explain what happened. He said he would be on site tomorrow and asked me to have the contractor temporarily repair the fence. I discussed the temporary repair with Mr. Manning. Mr. Manning had two laborers begin repair at 1445 and complete temporary repair at 1530. Mr. Manning informed me that Mr. Jones was escorted from the site at 1430; and the company owner had been contacted. Mr. Manning said Mr. Jones would not be returning to the site. 1700 All work ceased and contractor personnel left site. I informed Ms. Macon. 1700 I checked moisture and density of fill at several locations along left abutment interface and found it to be in compliance with specification. I left site at 1730. Dale McCurry



Daily Diary (Reporting Quantities of Imported Materials Example)

Report No. 129

Date June 6, 2009

Weather *Partly cloudy*

Min. Temp 71°

Max. Temp 93°

Precipitation 0

Inches

Storm Period

A.M.
P.M.A.M.
P.M.

Shift No. —

App. Time

A.M.
P.M.

To

A.M.
P.M.

Work Period

7:00

A.M.
P.M.

5:00

A.M.
P.M.

Work Force

Superintendent *C.J. Manning*

Skilled

Laborer

Foreman *M.H. Brown*

3

4

Estimated Quantities of Pay Work Accomplished

Item No.	Item	Unit	Quantity
19	<i>Rock riprap (delivered)</i>	<i>Tons</i>	<i>240.2/936.1</i>
19	<i>Rock riprap (installed)</i>	<i>Tons</i>	<i>200/890</i>

Narrative

Contractor servicing equipment when I arrived at 7:00 a.m. Upon my arrival, contractor's surveyor began setting blue top stakes on downstream side of dam and finished setting stakes at 9:00 a.m. Contractor resumed placing rock riprap where he left off yesterday. Rock trucks began delivering rock at 9:00 a.m. and continued delivery until the last (eleventh) truck arrived at 3:00 p.m. Contractor stopped for lunch at noon and resumed placing riprap at 1:00 p.m. Motor grader performed finish grading on back of dam from 1:00 p.m. until 5:00 p.m. Contractor ceased placing rock and left site at 5:00 p.m. I left site at 5:30 p.m. J.D. Douglas

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Daily Diary (Foundation Preparation Example)

Report No. *23* Date *June 6, 2012*

Weather *Partly cloudy* Min. Temp *28°* Max. Temp *56°*

Precipitation *0* Inches Storm Period A.M. P.M. A.M. P.M.

Shift No. *—* App. Time A.M. P.M. To A.M. P.M.

Work Period *7:30* A.M. *5:00* P.M.

Work Force

Superintendent *C.J. Manning* Skilled Laborer

Foreman *M.H. Brown* *3* *4*

Estimated Quantities of Pay Work Accomplished

Item No.	Item	Unit	Quantity
<i>8</i>	<i>Excavation, foundation</i>	<i>yd³</i>	<i>300/950</i>
<i>9</i>	<i>Earthfill, common</i>	<i>yd³</i>	<i>250/450</i>

Narrative

Contractor servicing equipment when I arrived at 7:00 a.m. Contractor resumed core trench excavation at Sta. 6+20. Excavated material being placed in previously excavated core trench Sta. 1+00 to 5+50. Engineer Booth arrived at 9:00 to look at potential low density material in core trench at planned grade from Sta. 5+50 to Sta. 6+20. Assisted Booth to obtain two samples of potential low density material which she transported to a soil mechanics lab. 12:00 - 1:00 lunchbreak. Contractor ceased core trench excavation at station 10+70 at 5:00 p.m. I left site at 5:30 p.m. J.D. Douglas

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Daily Diary (Removal of Water Example)

Report No. *34* Date *June 19, 2012*

Weather *Sunny* Min. Temp *58°* Max. Temp *75°*

Precipitation *0* Inches Storm Period A.M. P.M. A.M. P.M.

Shift No. *—* App. Time A.M. P.M. To A.M. P.M.

Work Period *7:30* *A.M. P.M.* *5:00* *A.M. P.M.*

Work Force

Superintendent *C.J. Manning* Skilled Laborer

Foreman *M.H. Brown* *3* *4*

Estimated Quantities of Pay Work Accomplished

Item No.	Item	Unit	Quantity
<i>6</i>	<i>Excavation, Rock, Aux Spillway</i>	<i>yd³</i>	<i>200/650</i>
<i>7</i>	<i>Excavation, Aux Spillway</i>	<i>yd³</i>	<i>1500/8500</i>
<i>9</i>	<i>Earthfill, common</i>	<i>yd³</i>	<i>3000/20000</i>

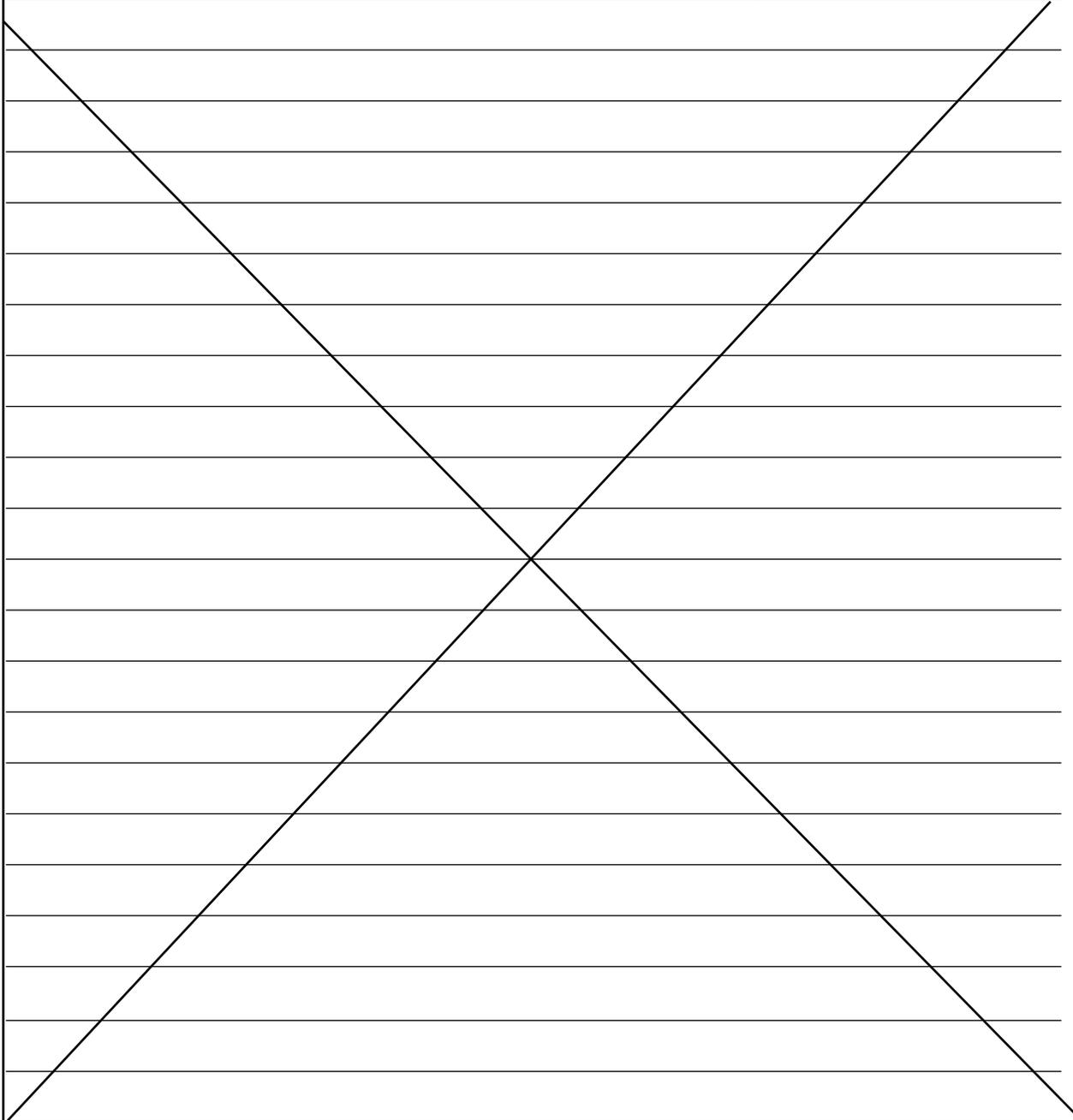
Narrative

Superintendent and I arrived at 7:00 a.m. Contractor cleaning rock surface in core trench Sta. 3+40 to 3+60. 10:15 Excavating core trench at Sta. 8+40 uncovered a seep that began flowing into the core trench. Contractor began placing a berm and sump pump to contain seep. Superintendent asked what he should do about seep. I phoned the COR who said to continue efforts to contain seep. COR plans to be on site tomorrow. Contractor decided to cease operations near seep until COR arrives tomorrow. One trackhoe (#331) and end-dump truck (#2) idled. Contractor continued cleaning rock surfaces up to Sta. 8+00 until 5:00. Superintendent and I looked at seep at 4:00. The sump pump is able to keep seep water pumped from bermed area. Sump pump

Diary Example for Removal of Water—continued

requires refueling every two hours. Superintendent stated he would have someone on site overnight to service sump pump to keep it working. Contractor left at 5:30 p.m. I left site at 5:30 p.m.

J.D. Douglas



Daily Diary (Excavation Example)

Report No. <i>34</i>	Date <i>June 19, 2012</i>
Weather <i>Sunny</i>	Min. Temp <i>58°</i> Max. Temp <i>75°</i>
Precipitation <i>0</i>	Inches Storm Period A.M. P.M.
Shift No. <i>—</i>	App. Time A.M. P.M. To A.M. P.M.
Work Period	<i>7:30</i> <u>A.M.</u> P.M. <i>5:00</i> <u>A.M.</u> P.M.
Work Force	
Superintendent <i>C.J. Manning</i>	Skilled Laborer
Foreman <i>M.H. Brown</i>	<i>3</i> <i>4</i>

Estimated Quantities of Pay Work Accomplished

Item No.	Item	Unit	Quantity
<i>6</i>	<i>Excavation, Rock, Aux Spillway</i>	<i>yd³</i>	<i>200/650</i>
<i>7</i>	<i>Excavation, Aux Spillway</i>	<i>yd³</i>	<i>1500/8500</i>
<i>9</i>	<i>Earthfill, common</i>	<i>yd³</i>	<i>3000/20000</i>

Narrative

Contractor and I arrived at 7:00 a.m. Contractor resumed aux spillway excavation at AS Sta. 3+40. Blaster onsite to finish loading holes and preparing for 10:00 blast. At 9:00 blaster finished loading holes. At 9:30 Contractor ceased excavation in AS. Blast performed at 10:00 (see WS 7.3 dated today). Contractor immediately resumed AS excavation, including removing blasted rock between AS Sta. 5+00 and 5+50 left of AS CL. Usable excavated SC material being transported from AS to dam at approx lift elevation 713 and placed in Zone 2 upstream of Zone 1. Rocky material being removed from AS and stockpiled upstream along planned left descending shoreline. CL material from borrow area approx 200 to 300 feet upstream of dam CL sta 6+50 to

Daily Diary (Excavation Example)—continued

10+50 being placed in dam Zone 1. 12:00 - 1:00 lunchbreak. Excavation and fill operations continued until 5:00. At 4:00, Contractor began shaping and smooting borrow area and building a diversion to divert water away from borrow pit in anticipation of rain. Contractor left at 5:30 p.m. I left site at 5:30 p.m.

J.D. Douglas

Diary Entries for RCC Construction

Record a description of the RCC placed and the conditions under which the work took place. This includes the weather conditions; information about the mix including proportioning and consistency; location of RCC placement; joint maturity and treatment details; details concerning compaction, finishing and curing processes; and other descriptions of the work performed.

Diary Example for RCC Construction

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Work Period *7:30* *A.M.* *P.M.* *3:30* *A.M.* *P.M.*

Work Force

Superintendent *C.J. Manning* Skilled Laborer

Foreman *M.H. Brown* *3* *4*

Estimated Quantities of Pay Work Accomplished

Item No.	Item	Unit	Quantity
<i>19</i>	<i>Metal fabricaton and installation, principal spillway</i>	<i>LS</i>	<i>1</i>

Narrative

Upon arrival at site at 7:00 a.m., I conducted a safety walk-through of the site. All workers wearing appropriate PPE. Contractor installed trash guard on principal spillway inlet tower. Workers required to tie-off when working 10 feet above ground. Housekeeping is still an issue. Notified contractor to maintain a clean jobsite free of loose material and rubbish. Contractor to remind workers at next toolbox meeting to keep the site clean. Next toolbox meeting is scheduled before resumption of work tomorrow morning. Contractor ceased work and left site at 5:00 p.m. I left site at 5:00 p.m. Dale McCurry

Diary Example for RCC Construction—continued

*Polumbus took 6 tests at 10-inch depth with results similar to QC test results. RCC is being cured with a soaker hose covered by clear plastic held down by cinder blocks. Some of the plastic has blown off exposing the RCC. Even with the soaker hoses going full time, the RCC surface is dry in some areas. I discussed this with Jim Brower who has begun adding more cinder blocks. Contractor completed the RCC placement 730.1 to 731.1 at 1500. 1500 - 1530 Polumbus and Rangel checking finished grade of RCC at elev. 731.1. Grade is within tolerance. 1600 contractor finished covering RCC with plastic. Additional cinder blocks appear to be keeping the plastic held tight against the surface. 1700 Inspector Polumbus departed site. 1730 all contractor operations ceased. 1800 Inspector Rangel departed site. *Richard Rangel**