Appendix C

Job Diary Examples

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.

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Sample Diary Entry 4.1 (Safety)

Report No. 10)1	Data	May 1, 20	009				
Weather <i>Partly</i>	Max. Temp <i>63°</i>							
	_	nches	Temp <i>51°</i> Storm	Period		A.M. P.M.	A.M. P.M.	
Shift No. 2		App. Time	<u> </u>	A.M. P.M.	То		A.M. P.M.	
Work Period		7:30	A.M. P.M.			5:00 (P.M.)		
		Work Fo	rce					
Superintendent	C.J. Manning				S	killed	Laborer	
Foreman M.F.	l. Brown					3	4	
	Estimated Qua	antities of Pa	y Work A	ccompli	shed			
Item No.	Item	1		ι	Jnit		Quantity	
8	Excavation, common, found	ation		S	ıd ³		200/53500	
9	Earthfill, embankment			3	ıd ³		1800/45300	
		Narrati	ive					
l arrived on si	te at 7:00. Contactor excava	ating foundati	on for princ	cipal spill	way co	nduit a	nd placing earthfill on	
left half of da	nm. 9:00 l checked foundatio	n of principal s	pillway at 1	two locat	ions a	nd aske	d contractor's	

I arrived on site at 7:00. Contactor excavating foundation for principal spillway conduit and placing earthfill on left half of dam. 9:00 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. 11:00 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 Foreman Brown and Mr. Brown

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Sample Diary Entry 4.1 (Safety)—continued

directed the small compactor to the abutment area. 1:00 Mr. Aldridge informed me of the limits of non-conform-
ing fill and that it had been removed and replaced with fill that met density and moisture requirements. 1:30
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. 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. 2:00 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. 2:10
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 2:45 and complete temporary repair at 3:30. Mr. Manning informed me that Mr.
Jones was escorted from the site at 2:30; and the company owner had been contacted. Mr. Manning said Mr.
Jones would not be returning to the site. 5:00 All work ceased and contractor personnel left site. I informed Ms.
Macon. 5:00 I checked moisture and density of fill at several locations along left abutment interface and found it
to be in compliance with specification. Heft site at 5:30. Dale McCurry

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Sample Diary Entry 5.1 (Reporting Quantities of Imported Materials)

Report No. 12	29	Date	June 6, 2	009			
Weather Partly cloudy Min. Tem			Гетр <i>71°</i>	,			Max. Temp <i>93°</i>
Precipitation	0	Inches	Storm	Period	,	A.M. P.M.	A.M. P.M.
Shift No.	_	App. Time		A.M. P.M.	То		A.M. P.M.
Work Period		7:00	A.M. P.M.			5:00	A.M. P.M.
		Work Fo	rce				
Superintendent	t <i>C.J. Manning</i>				Ski	illed	Laborer
Foreman <i>M.I</i>	H. Brown				į	3	4
	Estimated	Quantities of Pa	y Work A	ccomp	lished		
Item No.		Item			Unit		Quantity
19	Rock riprap (delivered)				Tons		240.2/936.1
19	Rock riprap (installed)				Tons		200/890
		Narrati	ve				
Contractor se	ervicing equipment when I	arrived at 7:00 a.ı	m. Upon m	y arrival	, contrac	tor's	surveyor began setting
blue top stak	es on downstream side of	dam and finished e	etting sta	kes at S	9:00 a.m.	. Cont	ractor resumed
placing rock ri	iprap where he left off yest	terday. Rock truck	ks began de	elivering	rock at S	9:00 a	.m. and continued
delivery until 1	the last (eleventh) truck a	rrived at 3:00 p.n	1. Contact	or stop	ped for lu	ınch at	t noon and resumed
placing riprap	at 1:00 p.m. Motor grad	er performed finisl	n grading o	n back o	f dam fro	om 1:0	00 p.m. until 5:00 p.m.
Contractor ce	eased placing rock and left	site at 5:00 p.m.	l left site :	at 5:30	р.т. Д	.D.	Douglas ——

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Sample Diary Entry 6.1 (Erosion and Pollution Control)

Report No.	25	Date	February	13,20°	14		
Weather Pa	artly cloudy	Min. T	- emp <i>28º</i>	,			Max. Temp <i>56°</i>
Precipitation (-	Inches		Period	7:30 A	M.) ?.M.	\sim
Shift No.		App. Time		A.M. P.M.	То		A.M. P.M.
Work Period		7:00	A.M. P.M.		Ę	5:00	A.M. P.M.
		Work Fo	orce				
Superintenden	t <i>C.J. Manning</i>				Skill	led	Laborer
Foreman M.I	H. Brown						
	Estimated	Quantities of Pa	ay Work A	Accomp	olished		
Item No.	ŀ	tem			Unit		Quantity
10	Concrete, bedding				CY		10
9	Conduit 30"				Ft		80/120

Narrative

Contractor servicing equipment when I arrived at 7:00 a.m. Ground is wet from rain yesterday. 7:30 Began to rain. Discussed progress with Mr. Manning. He admitted being behind schedule because of failure to order pipe so that it would be available when needed as scheduled. Rainfall ceased at 8:30. Mr. Manning and I inspected the site to assess stormwater BMPs and filled out the SWPPP inspection form. Mr. Manning noted need to regrade the diversion above stockpile #1 and remove sediment from immediately upstream of the silt fence located above and to the left side of the plunge basin. Otherwise, the plan and BMPs appear to be adequate and functioning as intended. 9:00 contractor began placing principal spillway conduit at P.S. Sta. 2+30. Work ceased for lunch at noon and resumed at 1:00. Completed laying conduit at 2:00. Concrete truck #48 from Tarrant Concrete arrived with 10 CY of concrete at 2:30. CQC inspector, Edwards, checked batch ticket #30245 and batch time (1:45) and tested concrete for air (4.5%), slump (6.0"), and temperature (56 oF). Began placing concrete in cradle at P.S. Sta. 1+90 at 2:50 with 25 minutes remaining. 3:30 Completed concrete placement at P.S. Sta. 3+10. Concrete truck was emptied and cleaned out in approved waste disposal pit. Time exceeded, but hole was closing as immersion vibrator exited the concrete. 1:00 - 2:00 Motorgrader #12 regrading diversion above stockpile #1. Front end loader #315 removing silt from above silt fence left of plunge basin. Excavated silt being loaded in dumptruck #14 and transported to top of hill near Gridline C and approx. dam CL 1+00. Engineer Booth on site 1:00 to 3:00 to observe conduit placement. Contractor ceased all operations and left site at 5:00 p.m. Heft site at 5:30 p.m. 9.D. Douglas

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Sample Diary Entry 7.1 (Foundation Preparation)

Report No. 2	23	Date	June 6	5, 2012		
Weather Par	tly cloudy	Min. 7	Гетр <i>2</i>	80		Max. Temp <i>56°</i>
Precipitation	0	Inches	Stor	m Period	A.M. P.M.	A.M. P.M.
Shift No.	_	App. Time		A.M. P.M.	То	A.M. P.M.
Work Period		7:30	A.M. P.M.)	5:0	OO PM.
		Work Fo				
Superintender	nt <i>C.J. Manning</i>				Skilled	Laborer
Foreman M	1.H. Brown				3	4
	Estimate	ed Quantities of Pa	y Work	Accomp	ished	
Item No.		Item			Unit	Quantity
8	Excavation, founda	tion			yd ³	300/950
9	Earthfill, common				yd ³	250/450
	•	Narrati	ve			
Contractors	servicing equipment whe	en l arrived at 7:00 a.i	n. Contr	ractor resi	ımed core tı	rench excavation at Sta.
6+20. Exca	vated material being pla	aced in previously exca	ivated co	ore trench	Sta. 1+00	to 5+50. Engineer
Booth arrive	ed at 9:00 to look at po	tential low density ma	nterial in	core trend	ch at planned	d grade from Sta. 5+50
to Sta. 6+2	O. Assisted Booth to a	btain two samples of	potentia	al low dens	ity material	which she transported
to a soil med	:hanics lab. 12:00 – 1:0	00 lunchbreak. Contra	ctor cea	sed core t	rench excav	ation at station 10+70
at 5:00 p.m.	. Heft site at 5:30 p.m.	J.D. Douglas				

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Sample Diary Entry 7.2 (Removal of Water)

Report No. 34	Date	June 19,	2012		
Weather Sunny	, Min.	Temp <i>58°</i>			Max. Temp <i>75°</i>
Precipitation	O 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 F	orce			
Superintendent	C.J. Manning			Skilled	Laborer
Foreman M.H.	I. Brown			3	4
	Estimated Quantities of P	ay Work A	ccomplished	d	
Item No.	Item		Unit		Quantity
6	Excavation, Rock, Aux Spillway		yd ³		200/650
7	Excavation, Aux Spillway		yd ³		1500/8500
9	Earthfill, common		yd ³		3000/20000
	Narra	tive		·	
Superintender	nt and larrived at 7:00 a.m. Contractor c	leaning rock	surface in cor	e trench	Sta. 3+40 to 3+60.
10:15 Excava	ting core trench at Sta. 8+40 uncovered	a seep that	began flowing	into the	core trench. Contrac-
tor began plac	ing a berm and sump pump to contain seep	. Superinte	ndent asked w	vhat he s	hould do about seep. I
phoned the CC	OR who said to continue efforts to contain	seep. СОR p	olans to be on :	site tomo	orrow. Contractor
_decided to cea	ase operations near seep until COR arrives	tomorrow.	One trackhoe	(#331) i	and end-dump truck
(#2) idled. Co	ntractor continued cleaning rock surfaces	up to Sta. 8	3+00 until 5:0	00. Supe	erintendent and l
looked at seen	at 4:00. The sump pump is able to keep s	seep water b	umped from b	ermed ar	ea. Sumb bumb

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Sample Diary Entry 7.2 (Removal of Water)—continued

requires refueling every two hours. Superintendent stated he would have someone	on site ove	rnight to service
sump pump to keep it working. Contractor left at 5:30 p.m. I left site at 5:30 p.m.	g.D.	Douglas
	,	
	<u> </u>	
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Sample Diary Entry 7.3 (Excavation)

Report No. 34	Date	June 19, 2012		
Weather <i>Sunny</i>	Min. To	emp <i>58°</i>		Max. Temp <i>75°</i>
<u>Precipitation</u>	O Inches	Storm Period	A.M. P.M.	A.M. P.M.
Shift No	- App. Time	A.M. P.M.	То	A.M. P.M.
Work Period	7:30	A.M. P.M.	5:00	A.M. P.M.
	Work Fo	rce		
Superintendent	C.J. Manning		Skilled	Laborer
Foreman <i>M.H</i>	l. Brown		3	4
	Estimated Quantities of Pay	/ Work Accomplis	hed	
Item No.	ltem	U	nit	Quantity
6	Excavation, Rock, Aux Spillway	ya	d ³	200/650
7	Excavation, Aux Spillway	уı	d ³	1500/8500
9	Earthfill, common	ya	d ³	3000/20000
	Narrativ	/e		
Contractor ar	nd l arrived at 7:00 a.m. Contractor resume	d aux spillway excav	ation at AS	Sta. 3+40. Blaster
onsite to finis	h loading holes and preparing for 10:00 blas	st. At 9:00 blaster	finished load	ding holes. At 9:30
Contractor ce	ased excavation in AS. Blast performed at	10:00 (see WS 7.3	dated toda	y). Contractor immedi-
ately resumed	AS excavation, including removing blasted i	rock between AS St	a. 5+00 and	15+50 left of AS CL.
Usable excava	ted SC material being transported from AS	to dam at approx li	ft elevaton 7	713 and placed in Zone
2 upsteam of	Zone 1. Rocky material being removed from	AS and stockpiled u	upstream ald	ong planned left
descendina sh	oreline. Cl. material from borrow area appro	x 200 to 300 feet	upstream o	fdam Cl. sta 6+50 to

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Sample Diary Entry 7.3 (Excavation)—continued

10+50 being placed in dam Zone 1. 12:00 – 1:00 lunchbreak. Excavation and fill operations cont	tinued until
5:00. At 4:00, Contractor began shaping and smooting borrow area and building a diversion to div	vert water away
from borrow pit in anticipation of rain. Contractor left at 5:30 p.m. I left site at 5:30 p.m. ${\it g.D.}$. Douglas

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Sample Diary Entry 8.1 (Earthfill)

Report No. 27	,	Date	June 6, 2	012			
Weather <i>Partly</i>	cloudy	Min. Temp 48°					Max. Temp 66°
Precipitation	0.1	Inches	Storm	Period	8:15	A.M. P.M.	9:30 A.M.
Shift No	_	App. Time		A.M. P.M.	То		A.M. P.M.
Work Period		7:30	A.M. P.M.			5:00	A.M. P.M.
		Work Fo	rce				
Superintendent	C.J. Manning				Ski	lled	Laborer
Foreman M.H. Brown					3	3	4
	Estimat	ed Quantities of Pa	y Work A	ccomp	lished		
Item No.		Item			Unit		Quantity
7	Excavation, auxiliar	y spillway			C4		1,00/11,500
9	Earthfill, common				C4		2,500/19,500
		Narrati	ve				
Contractor se	rvicing equipment wh	en I arrived at 7:00 a.r	n. 7:15 Cc	ontract	or resum	ed ear	thfill placement from
Dam CL Sta. 6	6+20 to Sta. 9+45 b	eginning at elevation 9	46.5. Zor	1e 1 CL i	material .	being c	obtained from auxiliary
spillway betwe	spillway between AS Sta. 2+00 and 6+00. Material for Zones 2 (SM) and 3 (SP) being obtained from borrow						
area between (Grids A and B at appr	oximate dam CL Sta. 4	+30 to 5	+30 and	d betwee	n eleva	ntion 920 and 910.
8:00 Bill Joine	es (CQC)testing mois	ture and density with	nuclear ga	uge. He	and I dis	cussed	d failed tests near
abutements. I	tested moisture and	density near abuteme	ents with n	ny gauge	e and con	firmed	l failed tests

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Sample Diary Entry 8.1 (Earthfill)—continued

(See 645 WS 8.11, Test No. 27). Joines discussed poor compaction effort near abutments with M.H. Brown. Brown directed compactor operator to reapply compactor over low-density areas and do a better job of compacting against abutment. 10:00 Joines tested compaction near abutements and confirmed density meets minimum requirement. 2:30 Water wagon idled with engine problem. Continued plowing uncompacted lift and started compaction of the lift El. 948.5 to 949. Able to get density above specified minimum but moisture is below specified range. Mr. Joines informed Brown that moisture had to be within specified range. Contractor ceased earthfill operations at 3:00 p.m. At Mr. Browns request I assisted him with selecting a Proctor curve for soil encountered at elevation 910 between Grids A and B. Although field classified as an SP, the soil is a different color than the material that was being placed in Zone 3. Brown used the one-point method to choose Proctor Curve #4 for this soil. I suggested he plot the point on the family of curves that he previously developed and compare the maximum density and optimum moisture values using both methods. After plotting his one-point density value on the family of curves and drawing a free-hand curve through the plotted point, he decided to use the optimum moisture and maximum density values determined by the family of curves. I observed his work and concur in his Proctor curve selection. Heft site at 5:30 p.m. J.D. Douglas

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Sample Diary Entry 8.2 (Earthfill Backfill)

Report No. 22	?	Date	June 1, 2	012				
Weather Parti	y cloudy	Min.	Temp <i>50°</i>	ı			Max. Temp 68°	
Precipitation	0.2	Inches	Storm	Storm Period 8:00		A.M. P.M.	9:00 P.M.	
Shift No. —		App. Time	_	A.M. P.M.	То	A.M. P.M.		
Work Period		7:30	A.M.			5:00	A.M. P.M.	
		Work Fo	orce					
Superintendent	C.J. Manning				S	killed	Laborer	
Foreman M.I	H. Brown					3	4	
	Estimate	d Quantities of Pa	ay Work A	ccomp	lished			
Item No.		Item			Unit		Quantity	
9	Earthfill, common				C4		100/11,500	
					C4		2,500/19,500	
		Narrat	ive					
larrived at 7:	00 a.m and checked mo	isture and density o	of backfill pla	aced in a	area nex	t to pri	ncipal spillway conduit.	
Checked mois	ture obtained from nucl	ear gauge against t	hat obtaine	ed with n	nicrowa	ve. Perf	ormed trench correc-	
tion and again	checked moisture. The	values obtained aft	er making t	he trend	ch corre	ection we	ere very near that	
obtained by m	iicrowave (See 645 WS	8.5, Test No. 9) . 7	:30 Contra	ictor ari	rived an	d began	fueling equipment.	
Resumed back	kfill operation in conduit	trench . Bill Joines	(CQC)testi	ing mois	ture an	d densit	y with nuclear gauge.	
I noticed cont	ractor removing some o	f the backfill materi	al after it w	as test	ed. 8:0	00 rain b	egan. Backfill	

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Sample Diary Entry 8.2 (Earthfill Backfill)—continued

operation ceased. 9:00 Two Wacker compactors were delivered from Ace Rental. 9:30 backfill operation resumed. Two compactors were added to the effort. It appeared the backfill lift thickness was being reduced. I asked Mr. Joines if there was a problem and he said "we can't meet the density requirement without cutting the lift thickness in half and pounding the hell out of it". I checked the density with my gauge and found it was significantly more than the minimum specified density. I asked Joines if he had made a trench correction to his gauge; he had not made a trench correction. After making the trench correction, his test results began passing and the contractor was able to resume normal back fill operations without the extra compaction effort and with thicker

lift placement. J.D. Douglas	

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Sample Diary Entry 8.3 (Rockfill)

Report No. 77	Date August 1, 2012							
Weather Sunny	,	Min.	Temp 7°				Мах. Тетр <i>98°</i>	
Precipitation	0.0	Inches	Inches Storm Period <i>8:00</i>			A.M. 9:00 P.M.		
Shift No.		App. Time		A.M. P.M.	То	A.M. To P.M.		
Work Period		7:30	A.M. P.M.			5:00	A.M. P.M.	
		Work Fe	orce					
Superintendent	C.J. Manning				S	killed	Laborer	
Foreman <i>M.H. Brown</i>						3	4	
	Estima	ted Quantities of Pa	ay Work A	ccomp	lished			
Item No.		Item Unit				Quantity		
10	Rockfilll				C4		2,000/4,200	
	<u> </u>	Narrat	ive	l				
l arrived at 7:0	00 a.m. Contracter a	arrived shortly therea	fter and beg	gan serv	ricing eq	uipmen	t. 8:00 Bill Joines	
-		ys rockfill placement.						
three feet and	that better control	of lift thickness was n	eeded. Bill	discuss	ed this	with Mr.	Manning. Rockfill	
operations beg	gan at 8:00. Rockfill	material being obtain	ed from ma	terial st	ockpile	d in borr	ow area during Project	
Phase 1. Two A	Acme J22 dump truc	cks dumping rockfill. D	8 dozer kna	ocking d	own ana	l spread	ing material and	
makina four to	eiv naceee over lift a	ofter enreading Dumr	trucka ara	havinat	ta wait .	on dozei	to complete	

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Sample Diary Entry 8.3 (Rockfill)—continued

spreading and compaction before dumping their loads. 9:30 Truck driver Davis asked me if I was going to say something to the dozer operater about the lilfts being too thick. I explained that I had mentioned it to Joines and Joines mentioned it to Manning. Then I told him that I had painted the top of the previous lift in a couple of locations and was going to ask Joines to have the contractor dig back into the lift to measure the lift thickness later today. Davis asked "what happens if the lift is too thick?". I told him some or all of the lift would have to be removed and recompacted in order to comply with the spec. He got out of his truck and motioned for Mr. Manning who drove over to talk to Davis and I. Manning appeared upset that I had let them continue placing noncompliant rockfill. 10:00 Manning, Joines, and I met to discuss Manning's concern. Joines reminded Manning of their earlier discussion about the lifts appearing too thick, then he asked Manning to have the trackhoe operator dig back into the lift where I had painted the top of the previous lift. Four foot lift thickness observed at 50 feet left of dam CL Sta 2+00 and 4.5 foot lift thickness observed at 50 feet left of Sta 8+80. Manning directed trackhoe and dozer to remove one to two feet of the lift down to elevation 881. 1:00 trackhoe and dozer began removing portion of lift, recompacting, and replacing the material removed after compaction. 2:00 Another D8 dozer was delivered to the site and began assisting with spreading and compacting rockfill. 5:00 All operations ceased. 5:15 Contractor departed. 5:30 Heft site. 9.D. Douglas

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Sample Diary Entry 9.1 (Soil Modification)

Report No. 101 Date May 1, 2015								
Weather Partly	y cloudy	Min. 1	Min. Temp <i>51°</i>					Гетр <i>63°</i>
	0	Inches		Period	<i>8</i> :15	A.M. P.M.	9:30	A.M. P.M.
	2	App. Time		A.M. P.M.	То		A.M. P.M.	
Work Period		6:30	A.M. P.M.			5:15	A.M. P.M.	
		Work Fo	rce					
Superintendent	C.J. Manning				S	skilled		Laborer
Foreman M.H. Brown				3 4			4	
	Estimate	ed Quantities of Pa	y Work A	ccomp	lished			
Item No.		Item			Unit			Quantity
1	Soil-cement on wave	berm			yd ³			180

Narrative

6:00 Inspector Johnson arrived on site. Cool and partly cloudy. 6:30 began placing soil-cement test cylinders taken and sent to lab. 7:35 compactor broke down after compacting from Sta. 6+25 to 7+45. Sta. 47+45 cut transverse vertical edge joint at the leading edge of compacted portion. Wasted uncompacted soil-cement that had been placed beyond Sta. 7+45. Quality control inspector, Joe Martin, prompted foreman Brown, to improve curing effort by immediately beginning misting soil cement after compaction. 9:30 placement operation resumed after compactor was repaired. 3:00 Ceased placement and compaction at Sta. 14+25. Cut transverse vertical

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 9.1 (Soil Modification)—continued

edge joint at leading edge at Sta. 14+25. 3:30 ceased misting and began applying curing compound. 1,067 yd2 of curing compound sprayed on completed surface. Soil-cement covered with tarpaulins from Sta. 12+00 to 14+25 in anticipation of a hard rain. 5:15 left site just as it began to rain. Bradly Johnson

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 12.1 (Concrete Placement)

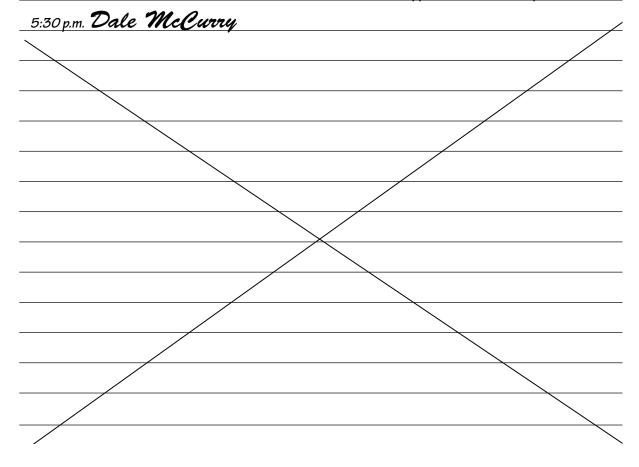
		,,	(,	
Report No. 10	1	Date	May 5, 2	016		
Weather <i>Partly</i>	cloudy	Min. 7	Гетр <i>55°</i>	1		Max. Temp <i>63°</i>
Precipitation	0	Inches	Storm	Period	A.M. P.M.	A.M. P.M.
Shift No.	_	App. Time		A.M. P.M.	То	A.M. P.M.
Work Period		7:30	A.M. P.M.		5:00	A.M. P.M.
		Work Fo	rce			
Superintendent	L.D. Sohettler				Skilled	Laborer
	Haynie				3	4
	•	Quantities of Pa	y Work A	ccomplis	shed	
Item No.		Item	-	U	nit	Quantity
19	Excavation			C	:Y	1,120/35,110
-						_
		Narrati	ve			
Upon arrival to	site at 7:00 a.m., Mr. So	chettler informed m	ne that he l	had ordere	ed concrete	to be delivered at 9:00.
7:30 Contract	or's survey crew began s	etting hubs for grad	de control :	for the pri	incipal spillv	vay conduit. D6 dozer,
225 track hoe,	, and two 10 CY dump tr	ucks excavating ba	ck of dam t	from Sta.	0+50 to 1	2+60. QC Manager J. B.
Thornton check	ing forms and steel place	ement for first cond	crete pour	for base o	of inlet towe	er. He noticed some
form-oil on som	ne of the steel bars and a	sked me if it needed	d to be ren	noved. The	ere was a th	in film of oil on a few of th
bars. I told him	it did not have to be rem	oved as long as it w	vas only a t	hin film. S	9:15 Concre	ete truck arrived. J.B.

looked at delivery ticket and passed it on to me. The ticket indicated the mix was the approved job mix and the

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 12.1 (Concrete Placement)—continued

slump and air was within the specified range when it left the concrete plant at 9:00. J. B. measured the slum ½ inches) and used a Chace meter to measure the air (5%). Began placing concrete at 9:30. Placed approxing by 2 CY before J. B. sampled concrete for testing. He reported the slump 4 inches and air 5% by the pressure method. Made four cylinders (011, 012, 013, and 014). Placing concrete with concrete bucket using back. If the laborers, one using immersion vibrator to consolidate concrete. Finished placing concrete and the sum of the place pipe tomorrow. I cautioned him about joining the conduit at the inlet tower when the concrete is only old. He agreed that it would be best to give it a couple of days to avoid damaging the concrete. Contractor continued excavating the dam from Station 0+50 to 12+60 and stopped working at 5:00 p.m. Heft site as



Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 12.2 (Concrete Preplacement)

Report No. 10	1	Date	May 1, 2	016			
Weather <i>Partly</i>		Min. Temp <i>51°</i>				Max. Temp <i>63</i> °	,
	0	Inches		Period	A.N P.N	И. A.M.	
	_		Storin	A.M.		A.M.	
Shift No.		App. Time	A.M.	P.M.	To	P.M. A.M.	
Work Period		7:30 Work Fo	P.M. rce		<i>3</i> :	30 (P.M.)	
Superintendent	L.D. Sohettler				Skille	ed Laborer	
Foreman B.D.	. Haynie				3	4	
	Estimated	d Quantities of Pa	y Work A	ccompl	ished		
Item No.		Item			Unit	Quantity	
19	Excavation				CY	2,120/26,55	90
		Narrati					
Upon arrival to	site at 7:00 a.m., I con	ducted a safety walk	k-through	of the si	te. Mentio	oned employee not we	aring
hard hat to Mr.	Schettler. 7:30 Contra	actor began excavat	ing the da	m from S	itation 12	?+60 to 13+20 whe	re the
new principal sp	oillway will be located. D	6 dozer, 225 track	-hoe, and t	wo 10 y	ard dump t	trucks excavating and	<i>d</i>

new principal spillway will be located. D6 dozer, 225 track-hoe, and two 10 yard dump trucks excavating and stockpiling material. Stockpiling excavated material upstream of the dam from approximate CL Sta. 13+20 to 15+20. Also, placing and tying steel and building forms for the inlet tower. Placed bars B1 through B6 by 9:00 a.m. I checked steel placement and found some bars were missing. I asked QC Manager J. B. Thornton to look at it.

J. B. worked with concrete foreman to figure out why bars were missing. He said, "They didn't bring the bundle of B4

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 12.2 (Concrete Preplacement)—continued

bars down from the stockpile and hadn't noticed they were missing." At 10:00 a.m. J. B. asked me to verify the missing bars had been placed. The bars had been placed but there were problems with bar spacing. J. B. said they would fix it. I inspected the work they were doing on the inlet tower while they were at lunch. 1:00 discussed steel placement and forming with J. B. Showed him that the spacing was still not right on several horizontal bars. He had them correct the spacing. 2:00 p.m. two laborers setting the form for the inside bottom of the tower. Also installing the sluice gate thimble. Contractor continued excavating embankment, tying steel and building forms until they ceased work and left site at 5:00 p.m. I left site at 5:00 p.m. Dale McCurry

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 12.3 (Concrete Postplacement)

Report No. 120

Date May 20, 2016

Weather Partly	cloudy	Min.	Temp <i>65</i>	,		Max. Temp 83°
Precipitation	1.1	Inches	Storm	Period	12:20 (P.M.	1:30 (A.M. P.M.
Shift No.	_	App. Time		A.M. P.M.	То	A.M. P.M.
Work Period		7:30	A.M. P.M.		5:00	O P.M.
		Work Fo	orce			
Superintendent	L.D. Sohettler				Skilled	Laborer
Foreman B.D	Haynie				3	4
	Estima	ted Quantities of Pa	ay Work A	ccomp	lished	
Item No.		Item			Unit	Quantity
19	Excavation				CY	1,560/38,560

Upon arrival to site at 7:00 a.m., inspected silt fence and hay bale filters. 7:30 Contractor continued installing principal spillway conduit. D6 dozer, 225 track hoe, and two 10 CY dump trucks excavating back of dam from Sta. 13+20 to 26+50. QC Manager J. B. Thornton checking alignment and grade of PS conduit. 8:30 Contractor began stripping forms from inlet tower. J. B. and I inspected the concrete finish. Noted some honeycombed concrete on the right (descending) side of tower from the bottom to approximately one foot above the bottom. It appears to be limited to a two foot area about the center of the tower. J. B. pounded on it with a hammer and was able to dislodge some of the aggregate. He decided to have a laborer chisel it with an air-chisel to determine the

Narrative

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 12.3 (Concrete Postplacement)—continued

depth. Two laborers began cleaning cone holes and patching with cement paste. The paste was not staying in the hole. J. B. made them use a dry-pack mortar and had them pound it into the cone holes using a wooden stick and a 3-pound hammer. The air-chisel reached solid concrete at an average depth of 1 ½ inches. They were able to get good cavity geometry with the chisel and after flushing the cavity with water, they troweled in the dry-pack mortar to fill the cavity. After filling all of the cone holes and repairing the honeycomb, they rubbed the surface with a carborundum stone and used some cement paste to fill bug holes. They then sprayed the exposed surface inside and outside with a white pigmented, Type II curing compound taking care not to get any curing compound on the horizontal bonding surface at the top of the concrete. 11:00 They placed wet sand on the top bonding surface. 10:00 Installed last section of PS conduit. 12:00 finished forming for PS cradle. All operations ceased at noon for lunch. Rain began at 12:20. 1:00 Contractor sent crew home because site was too wet to work. I worked on quantity computations and organized photos until I left site at 4:00 p.m. Dale McCurry

Appendix C	Job Diary Examples	Part 645	
	,	National Engineering Handbook	

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.

Appendix C	Job Diary Examples	Part 645 National Engineering Handbook

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Sample Diary Entry 13.1 (RCC Construction)

Report No. 25	5	Date	February .	3, 2014		
Weather Sunn	у	Min. Temp 28°				Max. Temp <i>56°</i>
Precipitation	Partly cloudy	Inches	Storm	Period	A.M. P.M.	
Shift No.	_	App. Time		A.M. P.M.	То	A.M. P.M.
Work Period		7:00	A.M.		5:0	A.M.
		Work For	ce			
Superintenden	t <i>C.J. Manning</i>				Skilled	Laborer
	H. Brown				3	4
	Estima	ated Quantities of Pay	Work A	ccompli	shed	
Item		Item			Jnit	Quantity
No.	RCC				CY	1025/5550
11	Excavation, Aux S	nillwav		1	-on	1 <i>03/555</i>
12	Earthfill, common	- · · · · · · · · · · ·			on	51/278
		 Narrativ	<u></u>			
Contractors	ervicing equipment v	when I arrived at 7:00 a.n	n. Ground	l is wet fi	rom rain yes	sterday. 7:30 Began to
	- , ,	h Mr. Manning. He said th				
	•	ch in 20 minutes so he is				
					•	RCC; wind is getting under
					•	are to arrive this morning;
		the plastic with bricks. B				

placing RCC at 8:15. Using blowpipe to remove standing water ahead of RCC placement. Rainfall ceased at

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 13.1 (RCC Construction)—continued

8:30. All contractor forces devoted to RCC, no other work being conducted. Bricks arrive at 9:00. CQC checking RCC density at dam CL Sta 12+00, RCC CL Sta 2+55 (see WS 13.4, RCC Lift Summary for sketch of test location). I took measurement in the same hole. CQC measured 152.3 pcf. I measured 151.5 pcf. Both measurements exceed minimum specified density. 11:00 Engineer Booth on site to observe RCC placement. Mr. Manning asked if he could use the small compactor in lieu of the production compactor; the production compactor needs service. Agreed to allow small compactor if density can be obtained without damaging the surface. Able to get density with 6 passes of small compactor and surface is not drying out or cracking. RCC placement ceased at 1:00; lunch break. Engineer Booth left site at 1:30. Began removing and resetting RCC step forms at 2:00. CQC stopped form removal because the face of the steps was being damaged due to lack of care being taken to prevent forms from banging against the face of the steps. Mr. Manning agreed to supervise the form removal to ensure no further damage would occur. Resumed pulling and resetting forms. Plastic and soaker hoses in place for curing. Bricks seem to be doing a good job of holding down the plastic and the entire surface of the RCC under the plastic is being kept wet by the soaker hoses. Contractor finished resetting forms with no further damage. Contractor ceased all operations and left site at 5:00 p.m. I determined the RCC yield to be 0.97 CY per 300 lbs of cementitious material and plan to discuss with CQC in the morning. I left site at 5:30 p.m. J.D. Douglas

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		National Engineering Handbook

Sample Diary Entry 14.1 (Shotcrete)

Report No. 18	}	Date	May 31,	2017			
Weather <i>Partly</i>	cloudy	Min. Temp 51 °F				Max. Temp <i>73 °F</i>	
	0	Inches		Period		A.M. P.M.	A.M. P.M.
Shift No.	_	App. Time		A.M. P.M.	То		A.M. P.M.
Work Period		7:30	A.M. P.M.			5:30	A.M. P.M.
		Work Fo	rce				
Superintendent	L.D. Sohettler				S	killed	Laborer
Foreman B.D.	. Haynie					2	4
	Estima	nted Quantities of Pa	ay Work A	ccomp	lished		
Item No.		Item			Unit		Quantity
10	Shotcrete				SF		280/450
-							
		Narrat	ive			•	

Arrived at site 7:30 a.m. Contractor is preparing for a dry-mix shotcrete placement at approximately 11:00 a.m. this morning on the repair of the exterior of the principal spillway tower. While I was checking the steel reinforcement, I noticed an area that had been identified as needing to be chipped out and replaced that had been missed.

I notified the foreman. They removed the reinforcement in this area, chipped out all loose concrete, and replaced the reinforcement. I inspected the repair area and it appears to be adequate. The remainder of the reinforcement is the correct material and the spacing is correct. 11:30 a.m. The surface has been prepared for shotcrete placement and the contractor is beginning the process of moistening the receiving surface. I checked the cement and

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 14.1 (Shotcrete)—continued

aggregate and it will be the same as was approved. Sam Dickson will be the nozzleman. He has been approved by the engineer based on qualifications and experience. The contractor plans on moist curing the shotcrete area for the full 7 days. He has soaker hoses and burlap blankets on site for that purpose. Shotcrete mixing and placement started at 11:50 a.m. The nozzle operator had an issue with control of water at the gun but that quickly resolved. The remainder of the shotcrete placement appeared to go without any problems. The placement was complete by 3:15 p.m. The contractor manually misted the outside of the shotcrete for the first hour until the soaker hoses and burlap blankets could be positioned. All work was complete by 5:15 p.m. when I left the project.

Dale McCurry	

Appendix C			Job Diary Examples		Part 645 National	Engineering Handbook
			Sample Diary Entry 15.1	(Pipe Delivery)		
	Report 1	No.: <u>101</u>			Date: <u>M</u>	lay 1, 2017
	Weather	:: Partly cloudy		Min. Temp.: _	<i>51</i> ° N	Мах. Тетр.: 83°
	Precipita	ation: <u>0</u> inches	Storm Period:	A.M./P.M. to	A	A.M./P.M.
	Shift No).:	App. Time:	A.M./P.M. to	A	A.M./P.M.
	Work Po	eriod: 7:00 (A.M)/I	P.M. to <u>6;00</u> A.M.(P.M)			
			WORK FOI	RCE		
	Superint	tendent: <i>L.D. Moore</i>			Skilled	Laborer
	Foreman	n: <i>B.D. Hayrie</i>			3	4
		Est	imated Quantities of Pay	Work Accomplis	shed	
	ITEM NO.		ITEM		UNIT	QUANTITY
	19	Excavation			CY	2120/26590

NARRATIVE

Upon arrival to site at 7:00 a.m., I inspected the storm water practices. Mentioned to QC Manager I. B. Thornton that the silt fence on the right descending side of the creek downstream of the dam is full of silt, 7:30 Contractor excavating the core trench from Station 10+60 to 23+20. D6 dozer, 225 track-hoe, and two 10 yard damp tracks excavating and stockpiling material. Stockpiling excavated material apstream of the dam from approximate CL Sta. 13+20 to 15+20, 9:15 Semi-track arrived haaling principal spillway pipe. Excavation and stockpiling of core trench material ceased so track-hoe coald assist with anloading pipe. D6 Dozer began conduit foundation excavation. Mr. Moore handed me the pipe delivery ticket; he and Mr. Thornton climbed onto trailer to inspect pipe. Ticket showed pipe to be 230 feet of 36 inch diameter AWWA C301 pipe as specified. Checked job diary material submittal record to verify the

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 15.1 (Pipe Delivery)—continued

pipe has been approved by project engineer. Mr. Thornton noticed the mortar coating on the bell end of
one of the pipes had been damaged. It is damage that can be repaired, so he plans to consult with the
manafacturer after the pipe is unloaded to schedule to have the pipe repaired. Otherwise, he said the pipe
looked to be undamaged so they began unloading pipe downstream of the dam near station 0+00. Unloading
pipe with two cloth slings around pipe and spreader bar. Rope around one end of pipe allowed laborer to
position pipe. Placed pipe on 6 x 6 timbers with 4 x 4 chocks taken from the delivery track. All of the
pipe is the same except the last pipe to be installed for the outlet; it was offloaded first. Nested in the
pipe were o-ring gaskets and joint labricant. Also unloaded the thimble for the inlet tower. Finished
unloading at 11:00 and track departed. Work resumed in the core trench, 12:00 to 1:00 Work stopped
for lanch, 1:00 Work resumed excavating and stockpiling core trench material. Contractor's survey crea
on site setting blue-top stakes for conduit grade. Motor-grader working with survey crew to make fina
cat for conduit foundation. I checked the elevation of the stakes and found them to be correct. Mr.
Thornton checking foundation density with his nuclear gauge. Grader was able to cut foundation to grade
without requiring any fill. Checked 4-inch depth dry density in three places near front (111.8 pcf at PS
1+00), middle (110.5 pcf at PS 2+00), and near outlet end of pipe location (109.9 pcf at PS 3+20).
95% of maximum dry density for material at all three locations is 109.9 pcf (Referenced Proctor curve
#3). Contractor continued excavating core trench until they ceased work and left site at 6:00 p.m.
also left site at 6:00 p.m. Dale McCarry
and soft are to o, or p, m, Duse 1100 to 19

C Job Diary Examples		Part Natio	645 nal Engineering Handboo
	Sample Diary Entry 15	5.2 (Laying Pipe)	
Report No.: <u>102</u>		Date:	May 2, 2017
Weather: Partly cloudy		Min. Temp.: <u>52</u>	Max. Temp.: 84 *
Precipitation: <u>0</u> is	nches Storm Period:	A.M./P.M. to	_ 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. to <u>6:00</u> A.M.(P.M.)	
	WORK FO	PRCE	
Superintendent: <u>L.D. M</u>	oore	Skilled	Laborer
Foreman: <i>B.D. Haynie</i>			
·	Estimated Quantities of Pay	Work Accomplished	
ITEM NO.	ITEM	UNIT	QUANTITY
None			
-			
	NARRAT	IVE	

Upon arrival to site at 7:00 a.m., 225 track-hoe and one 10 yard damp track removing silt from above the silt fence on the right descending side of the creek downstream of the dam. 7:30 Two laborers moving pipe sapport wedges from campsite to conduit foundation area. Track-hoe and two laborers began transporting pipe to conduit foundation area. QCM Thornton stopped the track-hoe and asked them to replace the chains they had around the pipe with a cloth sling. Mr. Haynie arrived at 8:30 with the sling; connected first pipe to thimble at PS 1+00 at 8:50. I verified the joints were clean and well labricated with the flax soap supplied with the pipe. Thornton set up his level to monitor grade. Foreman

Appendix C	Job Diary Examples	Part 645
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Sample Diary Entry 15.2 (Laying Pipe)—continued

Haynie directed the pipe laying operation making sure the joints were clean and checking the gasket
location with a feeler gauge, 9:00 Pipe manufacturer representative arrived to repair pipe that had been
damaged during delivery. Used an air chisel to prepare cavity to be repaired and an epoxy groat to make
the repair. She suggested the repaired portion be located at the bottom of the pipe as this part of the
pipe will be embedded in the bedding concrete. Also, suggested the repaired pipe be installed later in the
day to give the epoxy groat time to gain strength. Continued laying pipe to station 2+40. Using deadman
and come-a-long to pull pipes together. 12:00 - 1:00 Stopped for lanch, 1:00 Resumed laying and joining
pipe, Joint at 2+40 was difficult; could not pull pipe home. Haynie asked them to pull the pipes apart.
When they did, they saw that the gasket had rolled out of its groove. They had forgotten the flax soap.
I set up my level to check pipe grade. The pipe appeared to be a tenth of a foot high at 1+80. Mr.
Thornton confirmed that it was too high. They carefully lifted the pipe joint with the track-hoe sling and
adjusted the wedges to lower it to the proper grade, 1:30 Two laborers began installing bedding forms at
station 1+00. Finished installing pipe at 5:20. Continued forming for bedding. All operations ceased at
6:00. Contractor left site at 6:00 p.m. I also left site at 6:00 p.m. Dale McCarry

Appendix C			Job Diary Examples		Part 645 Nationa	5 I Engineering Handbook
		Sa	mple Diary Entry	15.3 (Pipe Embedme	nt)	
	Report 1	No.: <u>107</u>			Date:	May 8, 2017
	Weather	r: Partly sanny		Min. Temp.:	_ Max. T	emp.: 88
	Precipita	ation: <u>0</u> inches	Storm Period	1: A.M./P.M. to)	A.M./P.M.
	Shift No).:	App. Time:	A.M./P.M. to)	A.M./P.M.
	Work Po	eriod: <u>7:00 (</u> A.M/P.1	M. to <u>6:00 </u>	(P.M)		
			WOR	K FORCE		
	Superint	tendent: <i>L.D. Moore</i>			Skilled	Laborer
	Foremai	n: <i>B.D. Hayrie</i>			_3	4
		Estin	nated Quantities o	of Pay Work Accompl	ished	
	ITEM NO.		ITEM		UNIT	QUANTITY
	20	Earthfill			CY	1500/24000
	-					

NARRATIVE

Upon arrival to site at 7:00 a.m., Contractor servicing equipment. 7:15 Toolbox safety meeting. Forman Haynie discussed safe operation of manually-directed compaction equipment and reminded everyone to wear steel-took boots. 7:30 QCM Thornton checking moisture and density of the soil in the bottom of the conduit excavation area in preparation for placing pipe embedment. Two test with nuclear gauge confirmed density above minimum specified value, but moisture below specified range. 8:40 Water track and motorgrader adjusting moisture by spraying and scarifying the top two inches of soil in the area around the conduit, 9:15 225 track-hoe and one 6 C4 damp track haaling material from stockpile to conduit foundation area. D6 Dozer spreading material approximately 6 inches; water track and plow adjusting moisture.

Sample Diary Entry 15.3 (Pipe Embedment)—continued

Bomag pad-foot compactor compacting soil up to within 2 feet of concrete bedding. Two laborers, one on
each side of the pipe, compacting backfill near pipe with Wacker manually-directed compactors. 10:00
Thornton checking moisture and density of compacted backfill. PS sta. 1+20, El. 685.0 left side of pipe
next to cradle (M=16.5%, DD=110.4 pcf at 4 inch depth). (Target M=14.5% and ap, DD > 109.9
pcf - Ref. curve #3). PS sta. 2+20 right side of pipe next to cradle (M=15.5%, DD=109.4 pcf at 4
inch depth). (Ref. curve #3). Thornton and Haynie discussed low density test results and agreed that the
operator was moving the Wacker too fast and not letting it remain in one place long enough to adequately
compact the soil. 12:00 - 1:00 Work stopped for banch. 1:00 Work resumed hauling, placing, and
compacting backfill around conduit. 2:15 I noticed the loose lift thickness of the backfill material being
placed near the pipe exceeded 6 inches; it looked like aboat 9 inches thick. I asked Thornton to take his
next density tests at a 6 inch depth. PS sta. 0+80, El. 686.2 left side of pipe next to cradle
(M=16.5%, DD=108.4 pcf at 6 inch depth). PS sta. 2+60, El. 686.3 right side of pipe next to cradle
(M=15.5%, DD=108.2 pcf at 6 inch depth). (Ref. curve #3). I suggested to Mr. Thornton that they
may have to shave off a couple inches of material to thin up the lift before they will be able to compact
the material to the minimum specified density of 109.9 pcf. He agreed and stopped the operation to discuss
lift thickness and to have them remove some of the soil and re-compact the material near the pipe. 4:00
Thornton testing moisture and density of compacted fill near pipe. PS sta. 0+60, El. 687.4 left side of
pipe next to cradle (M=16.0%, DD=111.4 pcf at 6 inch depth). PS sta. 1+60, El. 687.3 right side of
pipe next to cradle (M=15.5%, DD=110.2 pcf at 6 inch depth). (Ref. curve #3). Continued placing
backfill until 6:00. Contractor left site at 6:00 p.m. I also left site at 6:00 p.m. Dale McCurry —

Sample Diary Entry 17.1 (Brushlayers) Report No.: 3	С	Jı	ob Diary Examples		Part 645 National	Engineering Handbo
Weather: Cloudy Min. Temp.: 66 Max. Temp.: 75 Precipitation: 0 inches Storm Period: A.M./P.M. to 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. to 5:30 A.M.(P.M.) WORK FORCE Superintendent: L.D. Moore Skilled 2 Laborer 10 Foreman: B.D. Hayrie Estimated Quantities of Pay Work Accomplished ITEM NO. ITEM UNIT QUANTITY		S	sample Diary Entry 17	7.1 (Brushlayers)		
Precipitation: 0 inches Storm Period: A.M./P.M. to 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. to 5:30 A.M. P.M. WORK FORCE Superintendent: Skilled Laborer 10 Foreman: Estimated Quantities of Pay Work Accomplished ITEM	Report	No.: 3		Date:	August 29	2, 2017
Shift No.: App. Time: A.M./P.M. to A.M./P.M. Work Period: 7:00 (A.M)/P.M. to 5:30 A.M (P.M) WORK FORCE Superintendent: Skilled Laborer 10 Foreman: B.D. Haynie Estimated Quantities of Pay Work Accomplished ITEM	Weathe	er: <i>Cloady</i>		Min. Temp.:	<i>66</i> ° 1	Max. Temp.: <u>75°</u>
Work Period: 7:00 A.M/P.M. to 5:30 A.M/P.M WORK FORCE Superintendent: L.D. Moore Skilled 2 Laborer 10 Foreman: B.D. Haynie Estimated Quantities of Pay Work Accomplished ITEM NO. ITEM UNIT QUANTITY	Precipi	tation: <u>0</u> inches	Storm Period:	A.M./P.M. to)	A.M./P.M.
WORK FORCE Superintendent: <u>L.D. Moore</u> Skilled <u>2</u> Laborer <u>10</u> Foreman: <u>B.D. Haynie</u> Estimated Quantities of Pay Work Accomplished ITEM UNIT QUANTITY	Shift N	o.:	App. Time:	A.M./P.M. to)	A.M./P.M.
Superintendent: <u>L.D. Moore</u> Foreman: <u>B.D. Haynie</u> Estimated Quantities of Pay Work Accomplished ITEM NO. ITEM UNIT QUANTITY	Work I	Period: <u>7:00 (A.M</u> /P.N	I. to <u>5:30</u> A.M.(P.M)		
Foreman: B.D. Haynie Estimated Quantities of Pay Work Accomplished ITEM NO. ITEM UNIT QUANTITY			WORK FO	RCE		
Estimated Quantities of Pay Work Accomplished	Superin	ntendent: <i>L.D. Moore</i>		Skille	d <u>2</u> 1	Laborer 10
ITEM NO. ITEM UNIT QUANTITY	Forema	an: <i>B.D. Haynie</i>				
NO. TIEM UNIT QUANTITY			ated Quantities of Pay	Work Accompli	ished	
10 Brashlayers Ft. 130/130			ITEM		UNIT	QUANTITY
	10	Brashlayers			Ft.	730/730
	-					

NARRATIVE

Upon arrival to Bill Jones property at 7:00 a.m. Mr. Haynie was instructing 4 laborers where to harvest brush. Several acres of sandbar willow are located west of Big Sandy Creek. Laborers began catting the willows in an area approximately 1/4 mile from the creek. Mr. Haynie instructed the workers not to harvest willows within 500 feet of the creek. Willow cattings range from 5 to 6 feet in length and 1 to 1 1/2 inch diameter. Foreman Haynie discussed safety and reminded everyone to wear steel-toed boots. 7:30 left for construction site. Arrived on site at 7:45; dozer operator servicing D6 dozer. 8:30 6-C4 damp track delivered first load of cattings. Shortly thereafter Foreman Haynie and 10 laborers arrived.

Appendix C	Job Diary Examples	Part 645	
		National Engineering Handbook	

Sample Diary Entry 17.1 (Brushlayers)—continued

9:00 Dozer began catting a 3-ft bench (Bench 1) at the north end of the toe of the slope and spoiled
material just below toe. Laborers began dragging cuttings and laying them on Bench 1. I watched them
for 15 minutes then spoke to Mr. Haynie about the need to crisscross or overlap them. He spoke to one
of the laborers about this and they immediately began to lay them in crisscrossed fashion as specified.
Noon broke for lanch, 1:00 D-6 began catting Bench 2 and spoiling material on top of Bench 1 to cover
brush, 4:00 D-6 began cutting Bench 3. Sixth dump-truck load of brush arrived at 4:00. Laborers
finished placing brush on Bench 2 at 4:45. D-6 finished cutting Bench 3 and covering Bench 2 at 5:15.
Contractor left site at 5:30. I also left site at 5:30 and stopped by Jones property to inspect area
where brash is being harvested. It appears contractor is operating well within the limits designated for
brash karvesting. Dale McCarry

ndix C		Job Diary Examples		Part 6- Nation	45 al Engineering Handbook
		Sample Diary Entry 18	3.1 (Pile Driving)	<u> </u>	
Report				October.	<i>29, 2017</i>
Weathe	r: <i>Cloudy</i>		Min. Temp.:	<i>45</i> °	Max. Temp.: <u>65</u>
Precipit	ration: <u>0</u> inches	Storm Period:	A.M./P.M. to	o	A.M./P.M.
Shift N	o.:	App. Time:	A.M./P.M. to	0	A.M./P.M.
Work P	eriod: <u>7:00</u> (A.M)/P.	M. to <u>5:30</u> A.M.(P.M.)		
		WORK FO	RCE		
Superin	itendent: <u>L.D. Moore</u>		Skille	ed <u>2</u>	Laborer 10
Forema	n: <i>B.D. Haynie</i>				
	Estin	nated Quantities of Pay	Work Accompl	ished	
ITEM NO.		ITEM		UNIT	QUANTITY
10	Piling			Ft,	35/35
11	Earthfill			CY	1500/24500

NARRATIVE

I arrived at jobsite at 7:00 a.m. Contractor was servicing equipment. Mr. Moore said the pile driving hammer was to be delivered this morning. D-6 began constructing a pad for the 235 trackhoe to sit on for driving the piles for the principal spillway pipe support. Mr. Hardy QC inspector at dam CL Sta. 15+35 checking moistare of earthfill surface. Motor grader blading off top couple inches of previous day's earthfill in preparation for next lift of earthfill. I checked moistare of surface material with my Speedy moistare meter after top couple of inches was removed at Sta. 10+50 (M=28.5%) and it was within the specified range. 8:50 Track delivered Valcan #1 air/steam hammer and leads. Mr. Haynie and two

Appendix C	Job Diary Examples	Part 645
		National Engineering Handbook

Sample Diary Entry 18.1 (Pile Driving)—continued

laborers began assembling the pile driving equipment consisting of the 235 track hoe, hammer, and swinging
leads. Contractor's surveyor staked location of piles left and right of PS. Began driving first pile at
11:00. See NEH 645 WS 18.1 dated today for pile driving details. Drove pile #1 left of PS Sta.
2+36. Began driving pile #2 at 11:20. Drove down about 10 feet deep when pile dropped about a foot
with one blow; it apparently broke. Mr. Moore asked if he could drive another pile next to pile #2 to
replace pile #2. I called project engineer Billy Monroe who agreed to drive another pile to replace pile
#2 but said to offset the pile one foot right of pile #2 and pile #2 could be removed or cut off at or below
the specified elevation at the contractor's option. 12:00 earthfill operation ceased for lanck; began driving
pile #3. Finished driving pile #3 at 12:15. Contractor's surveyor marked piles for catoff. I set up my
level and verified elevation marked on piles to be correct. Contractor cat piles to specified elevation by
scoring to a ½ inch depth around the pile with a concrete saw and removing concrete above score with an
air chisel exposing steel reinforcement that will be bent and tied to pipe sapport beam. 1:00 earthfile
operation resumed. 2:15 Water wagon down for repair. Continued earthfill operation to finish lift (top
elevation 155.5) All work ceased; contractor sent crew home at 3:15 and left site at 3:30. I also left
site at 3:30. T. D. Douglas