

CHAPTER 17  
Guideposts & Object Markers

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**Rev 11/09**

**DOCUMENTATION REQUIREMENT  
SECTION A  
GUIDEPOSTS & OBJECT MARKERS**

Object markers and guideposts shall be documented in a GUIDEPOST book. Individual stationing for guideposts may be listed, if desired, in a separate section of the book.

To setup the field books, the information for guideposts and object markers shall be found in the contract plans on the Estimate of Quantities as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.).

Documentation for guideposts and object markers are illustrated in this Chapter. Documentation for practically any guidepost and object marker items can be provided by setting up the books in the same manner according to the UOM, except 201 and 202 removal items, as illustrated in Chapter 4, (Removal Items). Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format must be followed. If there are items that cannot be documented according to the following illustrations, please call Headquarters Construction for assistance.

**A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items.**

Any items requiring measurements, percentages, or final quantity calculations must be shown in the field book or on a CALCULATION sheet (Form No. 040-034) and filed in the CALCULATION book as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.). Make sure to cross reference the quantity in the field book(s) to the CALCULATION sheet and the CALCULATION sheet to the field book(s) and page(s).

It is important that all records be kept in a neat and legible manner. All **notes in the remarks column must be initialed** by the person or persons responsible for the entry. **All calculations must be checked and initialed by the checker.**

Each book shall be setup as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.) and recapped as illustrated in Chapter 24 ("Finaling Out" a Contract).

## DOCUMENTATION REQUIREMENT SECTION B GUIDEPOSTS & OBJECT MARKERS (INDEX AND INITIAL KEY)

Below are illustrations of an index and an initial key. When setting up a field book at the beginning of a contract make sure each item in the book is listed on the index. During the contract if anything is added to the book make sure it is placed on the index. At job closeout make sure the index has the ending page for each item listed on more than one page. Make sure to list the book recap page(s) on the index. If room permits skip a line between entries on the index. Check the initial key each progress payment to assure that everyone who has made entries in the book has initialed and signed the initial key. If the signature is not legible, have the person print his/her name under the signature. Make sure the initials used throughout the book match the way the initials show on the initial key. If the initials change, add the new initials to the initial key next to the original initials.

Use when items are placed in a GUIDEPOST book.



Index Description		Initial Key		
Page		Initials	Signature	Title
4-5	Guideposts (flexible)			
10-11	Object Markers, Type 1	SE	Shelli Jones	Tech II
		JD	Jack Dougherty	Tech III
75	Book Recap			

Use when items are placed in a MISC book.



Index Description		Initial Key		
Page		Initials	Signature	Title
4-5	Guideposts (Flexible)			
10-11	Object Markers, Type 1	SE	Shelli Jones	Tech II
13-20	Planting Misc Areas	JD	Jack Dougherty	Tech III
22-23	Portable Precast Concrete Barrier Rail	MD	Mary Davis	Tech I
25-28	Elastomeric Concrete (Decorative)			
75	Book Recap			

**DOCUMENTATION REQUIREMENT  
SECTION C  
GUIDEPOSTS & OBJECT MARKERS  
(GUIDEPOSTS)**

Object markers and guidepost items shall be documented in a **GUIDEPOST** book.

The following is an illustration for an item with a UOM of Each.

The illustration shown below is not located on a structure list and is combined. If there are questions on whether an Each item can be listed separately or combined, please call Headquarters Construction for assistance.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items.**

Daily, the **Inspector** shall document the station to station, qty, date, initials, AEB#, if not already entered, and any remarks that are needed. **Skip at least one line between entries.**

**Note: When all the guideposts have been installed, a final in-place count, counted by, and date counted is required as shown below.** All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

**Payment for Each items will be based on field count.**

Item No: 619 0044					Sig fig = 1		5
Item: Guideposts (Flexible)							
Plan Qty: 269 Each							
Station to Station	Qty	Date	Insp	AEB#	Print#	Remarks.	
"Lse" 367+12.00 To	34	9-8-08	JD				
"Lse" 377+82 LT							
"Lse" 371+61.64 To	24	9-9-08	JD				
"Lse" 378+01.64 LT							
"Lse" 380+10 To	28	9-10-08	JD				
"Lse" 383+20 RT							
"BD" 56+25.69 To	34	9-10-08	JD				
"BD" 67+74.69 RT							
"BD" 68+90.12 To	29	9-10-08	JD				
"BD" 71+25.10 LT							
"BD" 40+10 To	30	9-11-08	JD				
"BD" 45+20 RT							
Page total:							Final In-Place Count = 270 Counted by: JD Date Counted: 9-12-08

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.

**DOCUMENTATION REQUIREMENT  
SECTION D  
GUIDEPOSTS & OBJECT MARKERS  
(OBJECT MARKERS)**

Object markers and guidepost items shall be documented in a **GUIDEPOST** book.

The following is an illustration for an item with a UOM of Each.

The illustration shown below is not located on a structure list and **must be listed separately**. If there are questions on whether an Each item can be listed separately or combined, please call Headquarters Construction for assistance.

The **Officeperson** shall complete for each page the item number, item description, plan quantity, the significant figure on the top right-hand side of the page, all column headings, and page total in the bottom left-hand corner of the page. **Skip at least one line between entries. A separate page shall be provided for each bid item. Make sure to leave enough pages between items for any added or missed items.**

Daily, the **Inspector** shall document the station, qty, date, initials, AEB#, if not already entered, and any remarks that are needed. **Skip at least one line between entries.**

**Note:** All entries must be entered as called out in the plans and document left, right, or centerline, where applicable.

**Payment for Each items will be based on field count.**

Item No: 619 0077				Sig Fig = 1			10
Item: Object Markers, Type (MOD)							
Plan Qty: 18 Each							
Station	Qty	Date	Insp	AEB#	Prnt#	Remarks	
"Lne" 302+00	LT	1	9-30-08	JD	9		
"Lne" 303+20	LT	1	10-1-08	JD	9		
Page total:							

When making out the field books if a required item of work is not illustrated in this chapter, use an illustration that has the same UOM.