

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

MEMORANDUM

To: All Resident Engineers and Consultant Resident Engineers

July 1, 2015

From: Sharon Foerschler, Chief Construction Engineer

Subject: Documentation Manual

Attached is Chapter 26 of the Documentation Manual revised 7/15. These forms are available on Sharepoint under Construction – 040 (forms), per request by the Construction office or the stockroom.

The master copy of the distribution list and the master copy of QA forms are overseen by the Quality Assurance Section. If there are corrections or deletions that need to be addressed, please contact the Quality Assurance Section.

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**DOCUMENTATION REQUIREMENT
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| FORM NO | REV DATE | DESCRIPTION | 1 | 2 | 3 | 4 | 5 |
|----------|----------|---|---|---|---|---|---|
| 020-016 | 02-10 | Transmittal for Asphalt Samples (Stockroom) | X | | | O | |
| 020-017 | 03-08 | Transmittal for Concrete Samples & Certifications (Stockroom) | X | | | O | |
| 020-018 | 07-12 | Transmittal for Test Samples (Stockroom) | X | | | O | |
| 040-000 | 09-08 | Vehicle Weight Limit (Sharepoint Only) | O | | X | | |
| 040-001 | 01-01 | Contract Change Order (Sharepoint Only) | X | X | O | | X |
| 040-001A | 01-01 | Contract Change Order (Non-Signatory) (Sharepoint Only) | X | X | O | | X |
| 040-001B | 10-12 | Change Order Cost Estimate (Sharepoint Only) | X | X | O | | X |
| 040-002 | 05-12 | Prior Approval (Hdqtrs) (Sharepoint Only) | X | X | O | | |
| 040-003 | 03-09 | Nuclear Gauge/Sand Cone Check Test (Harvard) (Sharepoint Only) | X | X | O | | X |
| 040-003 | 07-14 | Nuclear Gauge/Sand Cone Check Test (Proctor) (Sharepoint Only) | X | X | O | | X |
| 040-004 | 11-08 | Compaction Report (Sharepoint Only) | X | X | O | | X |
| 040-006 | 11-07 | Field Sand Equivalent Worksheet (Sharepoint Only) | X | X | O | | X |
| 040-007 | 03-09 | Nuclear Compaction Report for Soils and Aggs. (Harvard) (Sharepoint Only) | X | X | O | | X |
| 040-007 | 07-14 | Nuclear Compaction Report for Soils and Aggs. (Proctor) (Sharepoint Only) | X | X | O | | X |
| 040-008 | 10-01 | Force Account Sheet (Sharepoint Only) | O | | | | X |
| 040-009 | 12-00 | Daily Record of Scale Weights (Sharepoint Only) | O | | | | X |
| 040-010 | 02-09 | Daily Report of Tests Made in Field (Sharepoint Only) | X | X | O | | X |
| 040-011 | 10-12 | Daily Plant Report for Asphalt Mixtures (Sharepoint Only) | X | X | O | | X |
| 040-012 | 03-06 | Contractor Traffic Log (Sharepoint Only) | O | | | | X |
| 040-013 | 11-10 | Field Material Sieve Sheet (Sharepoint Only) | X | X | O | | X |
| 040-014 | 06-05 | Field LL/PI Worksheet (Sharepoint Only) | X | X | O | | X |
| 040-015 | 08-02 | Request for Payment for Materials on Hand (Sharepoint Only) | X | | O | | |
| 040-016 | 11-10 | Report of Tests of PCCP (Sharepoint Only) | X | X | O | X | X |
| 040-017 | 05-05 | Nuclear Thin Layer Compaction Report (Sharepoint Only) | X | X | O | | X |
| 040-017A | 11-08 | Nuclear Thin lift Correction Factor Worksheet (Sharepoint Only) | X | X | O | | X |
| 040-017B | 09-13 | Bulk Gravity and Density of Compacted PBS (Sharepoint Only) | X | X | O | | X |
| 040-018 | 08-06 | Compaction Report for PBS Drilled Core Data (Sharepoint Only) | X | X | O | | X |
| 040-019 | 06-05 | Dowel Bar Placement Worksheet (Sharepoint Only) | X | X | O | X | X |
| 040-020 | 11-12 | Inventory of Testing Equipment (Sharepoint Only) | X | X | O | | |

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|----------|----------|---|---|---|---|---|---|
| 040-021 | 01-05 | Striping Paint Thickness Report (Sharepoint Only) | X | X | O | | X |
| 040-023A | 11-08 | Absorption and Specific Gravity for Fine Aggs. (Sharepoint Only) | X | X | O | | X |
| 040-023B | 02-09 | Absorption and Specific Gravity for Coarse Aggs. (Sharepoint Only) | X | X | O | | X |
| 040-024 | 04-05 | Concrete Evaporation Rate and Cure Monitoring (Sharepoint Only) | X | X | O | | X |
| 040-025 | 07-04 | Transit Mix Concrete Delivery (Stockroom) | O | | X | | X |
| 040-026 | 01-14 | Nuclear Gauge / Sand Cone Correlation (Harvard) (Sharepoint Only) | X | X | O | | X |
| 040-026 | 07-14 | Nuclear Gauge / Sand Cone Correlation (Proctor) (Sharepoint Only) | X | X | O | | X |
| 040-027 | 06-05 | Rock Compaction Inspection Report (Sharepoint Only) | X | X | O | | X |
| 040-028 | 04-06 | Safety Inspection Checklist (Sharepoint Only) | X | X | O | | X |
| 040-030 | 08-10 | Theoretical Maximum Specific Gravity of Bituminous Paving Mixtures (Field Method) (Sharepoint Only) | X | X | O | | X |
| 040-031 | 05-15 | Nuc Gauge Transfer and Packing Form (Sharepoint Only) | X | | O | | |
| 040-032 | 07-07 | Emulsion Viscosity Worksheet (chip seal & cold-recycle) (Sharepoint Only) | X | X | O | | X |
| 040-033 | 10-05 | Contractor's Force Account Equipment List (Sharepoint Only) | O | | | | |
| 040-034 | 01-98 | Calculation Sheet (Sharepoint Only) | O | | | | |
| 040-035 | 10-09 | Report of Field Tests of Coarse and Fine Aggregate for Concrete (Sharepoint Only) | X | X | O | | X |
| 040-036 | 03-98 | Unif Traffic Control Officer & Flagging Hours (Sharepoint Only) | O | | | | X |
| 040-037 | 06-09 | Rent Equipment, Pilot Car, Survey Crew & Traffic Control Supervisor (Sharepoint Only) | O | | | | X |
| 040-038 | 2-15 | Hotplant Calibration Sheet (Sharepoint Only) | X | X | O | | X |
| 040-039 | 02-99 | Lump Sum Payment Record (Sharepoint Only) | O | | | | |
| 040-040 | 06-09 | Equipment Recap Sheet (Sharepoint Only) | O | | | | |
| 040-041 | 03-05 | Retroreflectivity Measurements (Sharepoint Only) | X | X | O | | X |
| 040-042 | 09-09 | Weekly Trainee Report (Sharepoint Only) | O | | X | | |
| 040-044 | 08-12 | Resident Engineer Conf. Performance Report (Sharepoint Only) | X | | O | | |
| 040-045 | 09-02 | Daily Hotplant Worksheet (Sharepoint Only) | X | | O | | |
| 040-046 | 11-05 | Monthly Summary of Plant Establishment (Sharepoint Only) | X | X | O | | X |
| 040-047 | 07-07 | Pavement Marking Film Adhesion Test (Sharepoint Only) | X | X | O | | X |

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| 040-048 | 12-05 | Nuc Gauge Worksheet for Control Strip Density (Sharepoint Only) | X | X | O | | X |
| 040-049 | 09-96 | Haul Ticket (Stockroom) | O | | | | |
| 040-050 | 11-10 | Fld. Material Sieve/Bit. Ratio/Ignition Method (Sharepoint Only) | X | X | O | | X |
| 040-051 | 01-97 | Field Report for CTB Strength Tests (Sharepoint Only) | X | X | O | | X |
| 040-052 | 03-97 | Daily Report for CTB Mixture (Sharepoint Only) | X | X | O | | X |
| 040-053 | 08-10 | Report of Calibration Factor (Including Weekly Checks) Using the Ignition Furnace Method (Sharepoint Only) | X | X | O | | X |
| 040-053A | 03-12 | Report of Calibration Factor with RAP (Including Weekly Checks) Using the Ignition Furnace Method (Sharepoint Only) | X | X | O | | X |
| 040-054 | 06-15 | Site Discharge Insp. Checklist (Sharepoint Only) | O | X | | | X |
| 040-056 | 03-07 | Daily Construction Report (Sharepoint Only) | X | | O | | |
| 040-056A | 08-07 | Daily Diary Report (Sharepoint Only) | X | X | O | | |
| 040-056A | 07-10 | Daily Diary Report (Electronic) (Sharepoint Only) | X | X | O | | |
| 040-056B | 05-15 | Workzone Traffic Control Checklist (Sharepoint Only) | X | | O | | X |
| 040-057 | 08-02 | Bi-Weekly Working Day Report (Sharepoint Only) | X | X | O | | X |
| 040-058 | 01-06 | Foundation Piling Driving Record (Sharepoint Only) | X | X | O | X | X |
| 040-059 | 05-98 | Continuous Pile Driving Record (Metric) (Sharepoint Only) | X | X | O | X | X |
| 040-059A | 08-12 | Continuous Pile Driving Record (English) (Sharepoint Only) | X | X | O | X | X |
| 040-060 | 05-01 | Drilled Shaft Inspection Report (Sharepoint Only) | X | X | O | X | X |
| 040-063 | 09-01 | Pull-Off Test for Polymer Concrete (Sharepoint Only) | X | X | O | X | X |
| 040-064 | 09-03 | Pavement Core Record (Sharepoint Only) | X | X | O | | X |
| 040-067 | 05-09 | Water Volume Calculations for Sand Cone and Meas. Vessel (Hat) (Sharepoint Only) | X | X | O | | X |
| 040-068 | 03-09 | Sand Density Calculation (Sharepoint Only) | X | X | O | | X |
| 040-069 | 02-13 | Moisture-Density Determination, Compaction Report (Sharepoint Only) | X | X | O | | X |
| 040-073 | 06-08 | Report of Profilograph Test (Sharepoint Only) | X | X | O | | X |
| 040-076 | 03-09 | Acceptance Test Summary Sheet (Hdqtrs) | X | X | O | X | |

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| | | INDEPENDENT ASSURANCE FORMS | | | | | |
| 040-005 | 11-12 | Audit Report Form for Compaction Curve (Sharepoint Only) | X | X | O | | X |
| 040-022 | 11-12 | Field Lab Inspection Report (Sharepoint Only) | X | X | O | | X |
| 040-055 | 11-12 | Field Lab Safety Equipment Inspection (Sharepoint only) | X | X | O | | X |
| 040-070 | 11-12 | Audit Report Form for Concrete Aggregates (Sharepoint Only) | X | X | O | | X |
| 040-071 | 11-12 | Auditor's Report of Concrete Tests (Sharepoint Only) | X | X | O | | X |
| 040-072 | 11-12 | Report Form for Two Way Audits (Sharepoint Only) | X | X | O | | X |
| 040-079 | 11-12 | Visual Audit Report Form (Sharepoint Only) | X | X | O | | X |
| 040-085 | 08-03 | Field Lab Inspection (Sharepoint Only) | X | | O | | |
| 040-086 | 08-03 | Nuclear Personnel Inspection (Sharepoint Only) | X | | O | | |
| 040-089 | 11-12 | Nuclear Gauge Visual Inspection (Sharepoint Only) | X | X | O | | X |
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