

## 8 Forms

This section contains images of the forms referenced in this manual. These images have been resized to fit in this manual. The actual electronic (original editable version and printable pdf version) are available at

[http://www.wsdot.wa.gov/eesc/cae/eeds\\_forms.htm](http://www.wsdot.wa.gov/eesc/cae/eeds_forms.htm)

The electronic forms, not the samples in this manual, should be used for WSDOT work.

# 8.1 Survey Request Form




## Survey Request Form


Design Office				
PE/Manager		Org. Number	Date Requested	Date Needed
Team Leader / Contact Name		Contact Phone	Survey Request No.	
Project ID	Project Name			State Route
Project Limits MP _____ to MP _____		Project Scope		
<b>Purpose/Scope of Survey Request</b> <input checked="" type="radio"/> General Topo <input type="radio"/> Control <input type="radio"/> Boundary <input type="radio"/> Construct. Layout/Staking <input type="radio"/> As-Built Description: ..... ..... ..... ..... ..... ..... (Continue on next sheet if necessary)				
<b>Additional Special Features Requested</b> <b>List other special features:</b> <input type="checkbox"/> 2D/3D survey points and survey chains <input type="checkbox"/> Traffic/Electrical features      ..... <input type="checkbox"/> Monuments found/Specified <input type="checkbox"/> Wetlands/other environmental features      ..... <input type="checkbox"/> Utility Features <input type="checkbox"/> Other      .....				
<b>Survey Request SR Limits</b> MP _____ to MP _____ _____ or _____ <b>SR Alignment Limits</b> STA _____ to STA _____		<b>Offset Limits (Left)</b> From _____ to _____ <b>Offset Limits (Right)</b> From _____ to _____		<b>Project Combined Factor (CF)</b> (if provided by design) <b>Start survey at:</b> Point # / range _____ CAiCE Segment # _____
<b>Supporting files location</b> (CD, floppy, or network/web location) _____ In this location, find these supporting files: Known project control point documentation _____ State Plane to Project conversion report _____ Other supporting documentation _____ Work Map _____				
<b>Survey Crew</b> To be filled out by survey crew only				
Survey Crew Party Chief		Org. Number	Date Received	Date Completed
CAiCE Operator/Secondary Contact		Contact Phone	Combined Factor (CF) _____	
<b>Survey data has been:</b> <input type="checkbox"/> Not Collected <input type="checkbox"/> Collected <input type="checkbox"/> Downloaded <input type="checkbox"/> Processed/Adjusted <input type="checkbox"/> Checked <input type="checkbox"/> DTM developed				
<b>Survey files location</b> (CD, floppy, or network/web location) _____ In this location, find these survey files: Survey files (KCM,XLM,SDR, etc.) _____ Monument documentation _____ State Plane to Project Datum report _____ Traverse document(s) _____ Non-Std Feature codes used _____		<b>Survey Feature Code Tables</b> WSDOT Std _____ Project Specific _____		
<b>Survey Party Chief Comments:</b> ..... ..... .....				

Rev. 1 April 2006 Survey Request Form NW CAE Support \Standards\SurveyRequestForm.fp5

## 8.2 CAiCE Location Survey Checklist

 <b>Washington State Department of Transportation</b>  <b>CAiCE Survey Checklist</b>		Project Name	
		Location	
		Region	Date
Survey Party Chief		Checked By	
Design Team Leader	Project Engineer	Checked By	
<b>Project Items</b>	<b>Folder Location</b>	√	<b>Initials</b>
Processed Data in KCM File	P1234\Survey\Deliverables	<input type="checkbox"/>	
Project Feature Table	P1234\Survey\Deliverables	<input type="checkbox"/>	
CDG file of DTM Surface	P1234\Survey\Deliverables	<input type="checkbox"/>	
Survey Request Form w/ Surveyor's portion complete	P1234\Survey\Requests	<input type="checkbox"/>	
CAiCE Project Documentation Spreadsheet	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Project Control and Monumentation Documentation	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Project Datum Documents	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Control Traverse Documentation	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Raw Data Files	P1234\Survey\RawData	<input type="checkbox"/>	
<b>Delivery Method</b>			
<input type="checkbox"/>	Network Location: _____		
<input type="checkbox"/>	CD/DVD	<input type="checkbox"/>	Other (Specify): _____
<b>Comments</b>			
Survey Signature			

### 8.3 InRoads Location Survey Checklist

 <b>Washington State Department of Transportation</b>  <b>InRoads Survey Checklist</b>		Project Name	
		Location	
		Region	Date
Survey Party Chief		Checked By	
Design Team Leader	Project Engineer	Checked By	
<b>Project Items</b>	<b>Folder Location</b>	<input checked="" type="checkbox"/>	<b>Initials</b>
Processed Data in Fieldbooks (*.fwd)	P1234\Survey\Deliverables	<input type="checkbox"/>	
MicroStation Graphics File	P1234\Survey\Deliverables	<input type="checkbox"/>	
Surface File	P1234\Survey\Deliverables	<input type="checkbox"/>	
Geometry Project	P1234\Survey\Deliverables		
Survey Request Form w/ Surveyor's portion complete	P1234\Survey\Requests	<input type="checkbox"/>	
InRoads Project Spreadsheet	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Project Control and Monumentation Documentation	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Project Datum Documents	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Control Traverse Documentation	P1234\Survey\SurveyDocumentation	<input type="checkbox"/>	
Raw Data Files	P1234\Survey\RawData	<input type="checkbox"/>	
<b>Delivery Method</b>			
<input type="checkbox"/>	Network Location: _____		
<input type="checkbox"/>	CD/DVD	<input type="checkbox"/>	Other (Specify): _____
<b>Comments</b>			
Survey Signature			





L1234 Project Name CAICE Project Information Alignments (Mainline, Minor Rdw'y, Road Approaches)										
Geometry Chain	Chain Description	CORRESPONDING								
		Existing Profile (.PEG)	Design Profile	Existing Endorse File (.EAF)	Finished Endorse File (.EAF)	DTM Clip File (.CLP)	DTM SRV File (.SRV)	Design File (.VRS)	Earthwork Class Table - EW (.TBL)	Earthwork Class Table - Wall (.TBL)

L1234 Project Name  
 CAICE Project Information  
 Survey Segments

Segment Name	Segment Description	CORRESPONDING				Segment Datum
		Surveyed By	Traverse Notes	Data Backup Location	Raw Data	
Name	Contact Number	Agency		Raw Data	Raw Data	Segment Datum

L1234 Project Name CAICE Project Information Drainage Structures and Controlling Drainage Geometry										
Geometry Chain	Chain Description	CORRESPONDING								
		Existing Profile (.PPB)	Design Profile	Existing Endbore File (.EAR)	Finished Endbore File (.EAR)	DTM Clip File (.CLP)	DTM SRV File (.SRV)	Design File (.VRS)	Earthwork Class Table (.TBL)	Earthwork Class Table (.TBL)

L1234 Project Name  
 CAICE Project Information  
 Retaining Walls, Noise Walls, and other Structures

Geometry Chain		CORRESPONDING									
Chain Description	Existing Profile (*.plg)	Footing Profile	Top of Wall Profile	Finished Endarea File (*.EAR)	DTM Clip File (*.CLP)	DTM SRW File (*.SRW)	Design File (*.VRS)	Earthwork Class Table - EW (*.TBL)	Earthwork Class Table - Wall (*.TBL)	Endarea Obj. Report - EW (*.ERP)	Endarea Obj. Report - Wall (*.ERP)

L1234 Project Name  
 CAICE Project Information  
 Digital Terrain Models (DTMs)

DTM Surface Name		Surface Description		DEVELOPED BY						
DTM Surface Name	Surface Description	Survey Points and Chains - List Segments	Another DTM	SRV File(s)	Delta Surfaces	File Name(s)	Clipped?	Sequence #	Original	Proposed
		Segments	Surface name	Sequence #	Sequence #	Sequence #	Sequence #	Sequence #		

# 8.5 Project Journal Template

<b>[ProjectID]</b> [Project SR #, MP ## to ##]		<i>Project Journal</i>
<b>[Project Name]</b>		
[Designer Name, Contact #]		
Date	Journal Entry	Reference Files
Project Journal Template.xls		1 of 1

## 8.6 CAiCE Designer Checklist

WSDOT Department of Transportation  <b>CAiCE Design Checklist</b>		Project Name	
		Location	
		Region	Date
Design Team Leader	Project Engineer	Checked By	
<b>Project Items</b>	<b>Folder Location</b>	√	<b>Initials</b>
CAiCE Project Spreadsheet	P1234\Design\DesignDocumentation		
Datum		<input type="checkbox"/>	_____
Monumentation		<input type="checkbox"/>	_____
Alignment/Endarea		<input type="checkbox"/>	_____
Segments		<input type="checkbox"/>	_____
Drainage		<input type="checkbox"/>	_____
Structures		<input type="checkbox"/>	_____
DTMs		<input type="checkbox"/>	_____
Journal	Design\DesignDocumentation	<input type="checkbox"/>	_____
Project-specific FTB	P1234\Design\P1234	<input type="checkbox"/>	_____
Odd Station Lists	C:\AAWork\Projects\P1234\Align_name	<input type="checkbox"/>	_____
Project CDG	C:\AAWork\Projects\P1234\Design\Surfaces	<input type="checkbox"/>	_____
Alignment CDGs	C:\AAWork\Projects\P1234\Design\Libraries	<input type="checkbox"/>	_____
Profile CDGs	C:\AAWork\Projects\P1234\Design\Reports	<input type="checkbox"/>	_____
End Area Volumes	C:\AAWork\Projects\P1234\Design\Reports	<input type="checkbox"/>	_____
Comments			
Signature			

## 8.7 InRoads Project Spreadsheet

L1234 SR5 Project Name InRoads Project Information <b>General Project and Contact Information</b>		Supporting files should be backed up on CD and/or a Network Resource accessible by customer and CAE support.	
Primary State Route:	Date of Archive/hand-off:	Location of Supporting Files: CD	Network Resource Path:
Mile Post Limits: From To	Project Units:	Supporting Files:	Name and Location in above CD/Path:
Project Description/Scope:		Project Coordinate System Documentation MicroStation DGN files Others:	InRoads Resource Files Used: .ini/.x in File Used
Design/Construction Team Information			
Organization Number			
Design Team Leader/Chief Inspector Name			
Primary Designer / Inspector Name			
Contact Number			

L1234 Project Name  
 InRoads Project Information  
 Control Network and Monumentation

Project Datum Combined Factor (CF)

Project Datum CF Documentation

Control Point	Control Point Description										
	State Plane		Project Datum		Elevation		Longitude		Zone		Data Source
Northing	Easting	Units	Northing	Easting	Units	Units	Units	Units	Units	NAD	

L1234 Project Name  
 InRoads Project Information  
 Alignments (Mainline, Minor Rdwy, Road Approaches)

Geometry Project Name (ALG)	Alignment Name	Alignment Description	Vertical Alignment	Superelevation	Template Library	Template Name	CORRESPONDING			Endarea Quantities Report - Walls
							Roadway Definition Library Name	Roadway Definition	Endarea Quantities Report	

L1234 Project Name  
InRoads Project Information  
Digital Terrain Models (DTMs)

DTM Surface Name	Surface Description	Developed By	Narrative (Edits, Merges)
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L1234 Project Name  
 InRoads Project Information  
**Survey Fieldbook**

Fieldbook Name	Fieldbook Description	CORRESPONDING		Traverse Notes	Data Backup Location	Datum
Name		Surveyed By	Contact Number	Agency		

L1234 Project Name  
 InRoads Project Information  
**Drainage Structures and Controlling Drainage Geometry**

Alignment Name	Alignment Description	CORRESPONDING					
		Vertical Alignment	Template Library	Roadway Definition Library Name	Roadway Definition	Endarea Quantities Report	Endarea Quantities Report

L1234 Project Name  
 InRoads Project Information  
 Retaining Walls, Noise Walls, and other Structures

		CORRESPONDING							
Alignment Name	Alignment Description	Vertical Alignment	Superelevation	Template Library	Template Name	Roadway Definition Library	Roadway Definition	Endarea Quantities Report	Endarea Quantities Report - Wall

## 8.8 InRoads Designer Checklist

<b>InRoads Design Checklist</b>		WSDOT Department of Transportation		Project Name	
		Location			
		Region		Date	
Design Team Leader		Project Engineer		Checked By	
<b>Project Items</b>	<b>Folder Location</b>		√	<b>Initials</b>	
InRoads Project Spreadsheet	C:\AAWork\Projects\P1234\Design\DesignDocumentation		<input type="checkbox"/>		_____
Journal	C:\AAWork\Projects\P1234\Design\DesignDocumentation		<input type="checkbox"/>		_____
Configuration Files	C:\AAWork\Projects\P1234\Design\Standards		<input type="checkbox"/>		_____
Geometry Files	C:\AAWork\Projects\P1234\Design\Geometry		<input type="checkbox"/>		_____
Horizontal Alignments					
Vertical Alignments					
Superelevation					
Surfaces	C:\AAWork\Projects\P1234\Design\Surfaces		<input type="checkbox"/>		_____
Existing					
Finish					
Material Layers					
Subgrade					
Ponds					
Libraries	C:\AAWork\Projects\P1234\Design\Libraries		<input type="checkbox"/>		_____
Template Library					
Roadway Definition					
Reports	C:\AAWork\Projects\P1234\Design\Reports		<input type="checkbox"/>		_____
End Area Volumes	C:\AAWork\Projects\P1234\Design\Reports		<input type="checkbox"/>		_____
Cross Section Set File	C:\AAWork\Projects\P1234\Design\Reports		<input type="checkbox"/>		_____
DGN Files			<input type="checkbox"/>		_____
Finished Design	C:\AAWork\Projects\P1234\CADD\FromDesign				
Cross Sections	C:\AAWork\Projects\P1234\CADD\FromDesign				
Project Listing RWK	C:\AAWork\Projects\P1234\Design		<input type="checkbox"/>		_____
Comments					
Signature					

# 8.9 PS&E Plan Set Project Documentation

**Project Information**

**Title:**

**SR:**

**From MP:**

**To MP:**

**Basemap Scale:**

**SR:**

**From MP:**

**To MP:**



