



**Washington State
Department of Transportation**

Region _____

Project Engineer _____

If Found Drop in any mail box
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**Washington State Department of Transportation
P.O. Box 47300
Transportation Building
Olympia, WA 98504**

Construction Project Diary

SR _____

Section _____

F. A. No. _____

County _____ Region _____

CS _____ Contract _____

Region Administrator Project Engineer

This Diary Book from _____ to _____

Book _____ of _____

Instructions

1. Read Chapter 10-3.6 of the Construction Manual.
2. Record all matters of Importance not covered by the routine reports or of routine matters if the circumstances are unusual, conferences with the Contractor or the Contractor's field representative, agreements made, special notes regarding equipment or organization, labor conditions, weather or other causes for delays if of any consequence, and any other matters that have a bearing on the completion of the project.
3. Start a new page for every day there is information.
4. **Stick to facts.** If an opinion is considered essential to explain project conditions, it **must** be identified as such.
5. The author of each day's entry must be identified by placing their signature or initials immediately under the last diary entry. If entries are made by more than one person, each must clearly identify the portions of the record which they have entered.
6. Subsequent entries may be made for pertinent information but must be properly identified and dated.

In the event this book is found, return to this address:

Phone No. _____

All entries must be signed or initialed; if more than one person makes entries, each must sign.

(award date)
(date of execution)
(working days)

| | | |
|--------------|-----------------|--------------|
| F.A. No. | SR No. | Contract No. |
| M.P. Station | M.P. to Station | |

Use the space below to record information that increases the efficient administration of a contract by being readily accessible. Suggested items would include pertinent dates (bid opening, award, and execution date of the contract), number of working days, list of prime and subcontractors with telephone numbers, and contracts with any government body and public or private entity affected by the contract.

| | | |
|---------|-----|------|
| Weather | Day | Date |
|---------|-----|------|

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| |
|-----------|
| Signature |
|-----------|

All entries made by person signed above unless otherwise indicated by other signature adjacent to entry.

