

Maintenance Memorandum

Date: September 17, 1999

Subject: **Contract Agency Work Review Documentation**
(Revision of 5-9-96 memo)

Attached is a copy of the revised Contract Agency Field Review form that is approved for documenting the monitoring of contract agency work. The revised form is consistent with current operational practices and the billing codes presented in Volume 1 of the Operations Maintenance Handbook. The intended use of this form is as follows:

Who: Any maintenance supervisor within the region.

Use: This form will be used to inspect recently performed contract agency work on the state trunkline to determine if the end product meets MDOT requirements. If the work is satisfactory, comments should be written on the form and discussed with the agency. Follow-up on sub-standard work is necessary.

When: The intent of this form is for use during business travels throughout the region. It may be necessary at times to schedule specific inspection trips to ensure each agency is inspected on a monthly basis, if possible. Inspection of municipality work may be on a less frequent basis because of the small amount of work performed in most cases.

Retention: These review forms should be retained in the region office for a period of at least three years for auditing purposes.

Any future suggestions on improvements to the process of spot checking and documenting the monitoring of contract agency work should be addressed to Bard Lower at (517) 322-3332.

Calvin Roberts
Engineer of Maintenance
(Signature on file)

Attachment

“Contract Agency Field Review”; 2 pgs.

CONTRACT AGENCY FIELD REVIEW

Rev. 01/17/96
Rev. 07/26/99

Note: Box checked indicates recently performed work that was of a satisfactory nature unless otherwise noted.

Region		Agency	Date
Acct Code	Activity	Route(s)	Nature of Work
109	Surface Maintenance		<input type="checkbox"/> Patrol Patching <input type="checkbox"/> Crack Sealing <input type="checkbox"/> Joint Repairs <input type="checkbox"/> Other:
119	Shoulder Maintenance		<input type="checkbox"/> Routine Blading <input type="checkbox"/> Patching Gravel <input type="checkbox"/> Patching Paved <input type="checkbox"/> Other:
121	Trees & Shrubs		<input type="checkbox"/> Tree Removal <input type="checkbox"/> Tree Trimming <input type="checkbox"/> Brush Removal <input type="checkbox"/> Other:
122	Drainage & Backslopes		<input type="checkbox"/> Ditch Cleanout <input type="checkbox"/> Culvert Maintenance <input type="checkbox"/> Ditch Construction <input type="checkbox"/> Other:
124	Roadside Cleanup		<input type="checkbox"/> Patrol Litter Pickup <input type="checkbox"/> Full Width Litter Pickup <input type="checkbox"/> Other:
126	Grass & Weed Control		<input type="checkbox"/> Roadside Mowing <input type="checkbox"/> Brush Mowing <input type="checkbox"/> Weed Spraying <input type="checkbox"/> Other:
127	Brush Cutting		Describe Nature of Work:
128	Culvert & Underdrain Maint.		Describe Nature of Work:
129	Nonmotorized Trails		<input type="checkbox"/> Patrol Patching <input type="checkbox"/> Sweeping <input type="checkbox"/> Fence Repair <input type="checkbox"/> Other:
130	Guardrail & Posts		<input type="checkbox"/> Repair <input type="checkbox"/> New Construction <input type="checkbox"/> Removal <input type="checkbox"/> Other:
132	Sweeping & Flushing		<input type="checkbox"/> Intersections <input type="checkbox"/> Curbed Areas <input type="checkbox"/> Other:
133	Tourist Facilities		<input type="checkbox"/> Roadside Park(s) <input type="checkbox"/> Rest Area(s) <input type="checkbox"/> Table sites or turnouts <input type="checkbox"/> Other:
134	Freeway Patrol		
135	Freeway Lighting		<input type="checkbox"/> Repair of Lights or Standards <input type="checkbox"/> New Erections <input type="checkbox"/> Other:
137	ROW Fence		<input type="checkbox"/> Repair of Woven Wire <input type="checkbox"/> Repair of Chainlink <input type="checkbox"/> Other:
139	Other Routine Maintenance		Describe Nature of Work:
141	Winter Maintenance		Describe Weather and Road Conditions:
144	Winter Maintenance Patrol		Comments:
149	Other Winter Maintenance		Describe Nature of Work:
150	Assisting Bridge Crews		Describe Nature of Work:
151	Structure Maintenance		Describe Nature of Work:
152	Structure Painting		Describe Nature of Work:
153	Pumphouse		Describe Nature of Work:
154	Moveable Spans		Describe Nature of Work:
155	Building Maintenance		Describe Nature of Work:
156	Seal Joints - Bridge		Describe Nature of Work:
157	Metal Hand Railing - Bridge		Describe Nature of Work:
158	Bridge Slope Repairs		Describe Nature of Work:

Acct Code	Activity	Route(s)	Nature of Work
159	Other Bridge Maintenance		Describe Nature of Work:
160	Traffic Signs		<input type="checkbox"/> Repair Existing Signs <input type="checkbox"/> New Installation <input type="checkbox"/> Other:
161	Traffic Signals		Describe Nature of Work:
162	Pavement Marking		Describe Nature of Work:
163	Maintain Thermo Plastic		Describe Nature of Work:
164	Delinuator Maintenance		<input type="checkbox"/> Repair Existing <input type="checkbox"/> New Installation <input type="checkbox"/> Other:
165	Attenuator Maintenance		<input type="checkbox"/> Repair Existing <input type="checkbox"/> New Installation <input type="checkbox"/> Other:
167	Structural Sign Maintenance		Describe Nature of Work:
168	Traffic Signal Energy		Describe Nature of Work:
169	Other Sign & Signal Maint.		Describe Nature of Work:
191	Emergency Structure Repairs		Describe Nature of Work:
192	Emergency Sign Repairs		Describe Nature of Work:
193	Mudjacking		Describe Nature of Work:
194	Weigh Station Maintenance		Describe Nature of Work:
195	Non-Routine Maintenance		Describe Nature of Work:
197	Emergency Road Repairs		Describe Nature of Work:
	Erosion Control		Measures are: <input type="checkbox"/> In Place <input type="checkbox"/> Maintained <input type="checkbox"/> Effective
Comments:			
Submitted by:			
_____		_____	
Signature		Date	