

See Instructions on
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**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DAILY INSPECTOR'S REPORT**

(1) AS-BUILT QUANTITY

(a) Route _____ Section _____ Description _____ Day _____ Date _____

(b) Item No. _____ Item _____

(c) Inspector's Signature _____ (e) Inspector Worked _____ to _____

(d) Contractor PRIME SUB _____

**Man Hours
This Item** →

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(f) Plan Sheet No.	(g) Location (Station to Station) (Name of Structure)	(h) Offset	(i) Quantity	(j) Concrete		(k) Contractor Worked to	
				Req.	Used	(l) Labor and Equipment	Hrs.

Weather and Air Temperature:
A.M. _____ P.M. _____

(m) Remarks:

LANE CLOSURE(S) USE YES NO TIME OF CLOSURE _____ to _____

DESCRIPTION OF CLOSURE:

INSTRUCTIONS FOR COMPLETION OF FORM DC-29(a)

- (a) Fill in the project and route section or description, as shown on the plans.
- (b) Show the item number and description as listed on the Estimate of Quantities sheet. Show only one item for each report. If the work being reported is not a completed item, report it under the pay item of which it is a part.
- (c) Sign the inspector's full name (signature). If more than one inspector is on the item, both sign the report.
- (d) Indicate whether the party doing the work is a contractor or subcontractor and fill in the company name.
- (e) Fill in the inspector's reporting and quitting time, indicating a.m. to p.m. or p.m. to a.m. depending on whether the work is during the day or night. If the inspector submits more than one report, the same reporting and quitting time should be shown on each report. Indicate in the block the number of manhours (to the nearest hour) spent on inspecting and reporting only this item of work. If less than 1/2 hour was used for this item or if the report is being made by the resident engineer, enter "0." The sum of DC-29(a) reports for each inspector on a single day for all items should be equal to the total manhours worked. For joint reports, by more than one inspector, enter into this block the total manhours of inspection time of all inspectors for this item.
- (f) Show all plan sheets on which the work being reported occurs.
- (g) Show the base line or ramp designations, together with the stations that fix the location of the work being reported. For bridge work, describe the structure, the component being constructed, and its location.
- (h) Indicate the distance of the work being reported to the right or to the left of the base line.
- (i) Report the quantity of the item, using the same units shown on the Estimate of Quantities sheet. If this is an asbuilt quantity (a final quantity), also enter the amount in the box at the upper right corner of the DC-29(a).
- (j) For concrete work, show the amounts required and used. If both gray and white concrete were used, show what amounts of each were used.
- (k) Fill in the starting and finishing times of the contractor or subcontractor on work being reported, indicating a.m. to p.m. or p.m. to a.m., depending on whether the work is during the day or night.
- (l) List all classes of labor and type and sizes of equipment used on the work being reported, and show the actual hours that were used for each.
- (m) Note such things as ground conditions (frost, wet, etc.), actions taken to correct unsuitable conditions, sources of materials, Locations of dump sites for excavated materials (on or off project), proof of inspection approval, samples taken, decisions made by your supervisor affecting the report, etc.
- (n) Use sketches and calculations, if necessary, to further explain the nature of the work and how the quantities were determined.