

## Construction Records Manual 2014 Updates

| Section     | Pages   | Description  | Date       |
|-------------|---------|--|------------|
| General     |         | Specification references updated to match 2014 spec book. Hyperlinks added to various forms and websites.  | 10/15/2015 |
| Forward     | 2       | Manual updates will not be distributed. Printing of manual is discouraged, refer to web version frequently.  | 10/15/2015 |
| TOC         |         | Hyperlinks added to table of contents of each section. Master table of contents does not contain hyperlink.  | 10/15/2015 |
| 3           | 3, 15   | Preconstruction conference outline and example template modified   | 10/15/2015 |
| 3           | 5, 6    | Diary section revised. Documentation of traffic control required.  | 10/15/2015 |
| 3           | 8       | Instructions for entering inspector diaries in CARs added.   | 10/15/2015 |
| 3           | 9       | Weekly progress reports requirements modified and are only required when tracking working days.  | 10/15/2015 |
| 4           | 5       | Guidelines for documentation of Railroad Insurance added.  | 10/15/2015 |
| 4           | 5, 6    | Guidelines for documentation of water and weighed material modified.   | 10/15/2015 |
| 4           | 6       | Load count guideline for water moved to water documentation section.   | 10/15/2015 |
| 5           | 2       | Section on Value Engineering added.  | 10/15/2015 |
| 5           | Various | "Full involvement replaced with "PODI" when describing FHWA projects of interest.  | 10/15/2015 |
| 5           | 4, 5, 7 | Change order approval procedures revised for parts A-2 and E.  | 10/15/2015 |
| 5           | 5       | Guidelines for change orders with local agency funds added.  | 10/15/2015 |
| 7           | 14      | Example final acceptance letter moved to this section.   | 10/15/2015 |
| 7           | 15      | Example project/materials acceptance letter moved to this section.   | 10/15/2015 |
| 8           | Various | Section revised heavily to reflect changes in 2014 spec book and new CARs NOI module.  | 10/15/2015 |
| 9           |         | Old section 9 deleted.   | 10/15/2015 |
| 4           | 8       | Weight tickets no longer sent to central office when Haul Sheet is source document.  | 1/12/2016  |
| 4           |         | Guidelines for documentation of signs, posts, and inlets added.  | 1/21/2016  |
| 4           | 3       | Signatures requirement modified for quantities documented by field measurements.   | 2/29/2016  |
| 3           | 9, 10   | Weekly progress report requirements modified.  | 2/29/2016  |
| 1           |         | Revised project filing, labor compliance, and payroll guidelines.  | 3/23/2016  |
| 1           |         | Deleted three sections including Vehicle Operation Expenses; Office Rental, Telephone, Utilities; Hardware, Lumber, and Other Miscellaneous Items. | 3/23/2016  |
| 1           | 7, 8    | Established guidelines for when sublets are not required.  | 3/23/2016  |
| 1,2,4,5,6,7 |         | Various updates to reflect Quantity Manager implementation.  | 4/12/2016  |
| 1           | 6       | Project filing system modified.  | 4/12/2016  |
| 4           |         | Documentation requirements modified to require attachment of source documents on various items.  | 4/12/2016  |

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| 4       | 9  | Guidelines added for electronic signatures.                             | 4/12/2016 |
| 4       | 15 | Guidelines for Stockpiles modified to match spec book.                  | 4/12/2016 |
| 4       | 25 | Documentation examples added.   | 4/12/2016 |
| 7       | 6  | Requirements modified for project files and books submitted with final. | 4/12/2016 |
| 3, 5, 7 |    | FHWA oversight guidelines removed.                                      | 5/16/2016 |
| 1       | 6  | Wording changed to make paper files optional.                           | 9/27/2016 |
| 2       | 11 | Store certifications and submittals in CARS Certification Module.       | 9/27/2016 |
| 2, 7    | 13 | Upload Final Checklist Items to CARS Final Checklist Module.            | 9/27/2016 |
| 3       | 7  | Section on instructions for CARS diary attachments added.               | 9/27/2016 |
| 3       | 9  | Progress Reports require signatures during liquidated damages           | 9/27/2016 |
| 4       | 4  | Instructions for CARS Certification Module added.                       |           |
| 4       | 18 | Instructions for CARS Fuel Cost Module added.                           |           |
| 4       | 26 | Instructions for Certification Special Provision added.                 |           |
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