

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

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.	9/27/2016
4	18	Instructions for CARS Fuel Cost Module added.	9/27/2016
4	26	Instructions for Certification Special Provision added.	9/27/2016
5	11-13	Instructions for Change Order Electronic Signature Process.	3/22/2017
8	8, 25	Added disclaimer language for draft NOI & Claim response letters.	4/12/2017
5	13	Updated routing information for change orders.	9/1/2017
5	3	Added guidance for NEPA Reassessment on Change Orders	11/8/2017
5	3	Added guidance for Functional Design & Inherent Variability	11/8/2017
3	4, 18	Updated Preconstruction Conference Agenda Template – Added guidance to #9: Erosion and Water Pollution Control	4/4/2018
3,5	4,19	Guidelines for collecting contractor email addresses used for emailing copies of CARS estimates	5/8/2018
1	3,9,10	Updated guidance for labor compliance and payrolls using LCPtracker	6/26/2018
5	4-8	Updated Change Order approval authority levels	4/11/2019
1	10	Updated Construction Project Filing System section	5/3/2019
2	5	Changed text field lengths for Project Diary & Inspection Diary sections	5/3/2019
2	6	Added CARS Assigned Testers section	5/3/2019
2	9-11	Added CARS Materials Dropbox instructions and guidance	5/3/2019
3	5-12	Updated CARS Project Diary and Inspection Diary instructions and guidance	5/3/2019
3	7	Added guidance for entering Contract Time in CARS	5/3/2019
3	21	Updated Preconstruction Meeting Template (#7 Payrolls section) to reflect current practices utilizing LCP Tracker	5/3/2019
4	18-20	Added guidance and examples for CARS Stockpiles	6/12/2019
5	14, 15	Moved Time Extension guidance from Section 7 to Section 5. Added guidance and an example.	9/13/2019
7	Various	Many updates throughout Section 7	9/13/2019
5	18	Added guidance for withholding progressive estimates	9/27/2019