

SECTION 2E – 10 - FIELD INSPECTION

HOLDING THE FIELD INSPECTION

The Field Inspection is presided over by the District Administrator or his/her representative, usually the District Construction Engineer.

A representative from the Design and Hydraulics Sections will attend every applicable field inspection with a set of prints reflecting all questions shown on the set supplied the District Administrator and any additional specific questions or comments necessary. The number of representatives is to be held to a minimum.

An experienced project inspector should be present to review a project for constructability and plan clarity. Also, someone should be in attendance who can address the maintenance aspects.

Review comments received prior to Field Inspection (e.g. Transportation & Mobility Planning, Traffic Engineering, Rail, etc.) are to be addressed at the Field Inspection or in a subsequent report.

All questions are to be completely legible and concisely answered on the office prints. The Location and Design representative is to return to the office with a complete understanding of all items discussed.

If an item is not addressed or a question not answered to the representative's satisfaction, it is his/her responsibility to make this known and to bring all items and questions to a satisfactory conclusion.

If any controversial item remains unresolved, the Location and Design Division representative, upon his/her return to the office, is to prepare a memorandum to the appropriate Assistant **State** Location and Design Engineer and District Construction Engineer giving complete details of the situation.

All projects shall be reviewed on the site. All necessary safety equipment and precautions shall be utilized.

Reports from the District Materials, Traffic Engineering, Right of Way and Environmental Divisions, letters from municipalities, etc., are to be submitted to the District Administrator's representative, usually the District Location and Design Engineer. For projects managed in the Central Office the District Administrator/District Construction Engineer forwards the reports and a set of prints marked with comments to the State Location and Design Engineer within fourteen days in accordance with Form [LD-99](#).