Sec. 2.01 **Location Survey Report**

Unless specified otherwise by the State Survey Program Manager, a Location Survey Report shall be submitted at the initial completion of all location survey projects performed internally or by consultant staff. The Location Survey Report shall be submitted to the District Survey Manager, the appropriate quality control person and cc'd to the State Survey Program Manager. The report shall accompany all necessary digital files that contain all requested survey data.

The Location Survey Report shall be in a separate WORD document (*.doc) file format and shall consist of two parts, a heading (or informational block) and a body.

The heading shall contain the following:

- - Route number, -911 name -Project number -UPC #County/City
  - District -Project Length -Work Begin/End Date
- Horizontal & Vertical Datum Basis -Survey Personnel Involved.

The body of the narrative will be a <u>brief</u> description of the project and shall include, but not be limited to, the following:

- the purpose of the assignment
- all traverse and level loop raw and adjusted closures
- a description of survey control and which points constrained the network
- utility owners and addresses
- possible locations of hazardous materials or contaminated soils
- conflicts with dissatisfied property owners
- general description of conflicts with record and field property data
- a list and description of each survey file and supporting data that is sent to the State Survey Program Manager's office
- general observations or recommendations regarding the field survey and completed survey files

The Location Survey Report shall be archived with all project data for future reference and will be used and chronicled as an informational source for the life of the survey.

Sec. 2.02 **Surveying Party Equipment Inventory and Major Equipment database**

An Equipment List shall be kept on each survey party of all equipment with a purchase cost of $ 2,000 or more. In addition all equipment that is furnished by the central office is to be kept on the Equipment List. The list is to be kept up to date and readily available upon request.

All major equipment with a purchase cost of $ 2,000 or more shall be added to the Major Inventory data base via the procurement section and a VDOT property tag is to be attached to the equipment upon receiving said equipment. The Major Equipment database is to be kept up to date with the transfer and disposal of major equipment. Central Office is responsible for the major equipment database.