

ACEC/Maine DOT Construction Documentation Training

Wednesday, April 1, 2015

7:30am – 4:30pm

Sponsored by:



Registration and Refreshments 7:30

Morning Session 8:00-11:30

I Construction Documentation - Guy Whittington

- Purpose of Documentation
- Roles and responsibilities

II Closeout Process – Guy Whittington

- What documents are included
- When does the process start
- Who gets documentation

III Civil Rights

- OJT - Gigi Ottmann -Deeves
- DBE – Sherry Thompson
- Payrolls- Rick Stevens
- Elations –Sonya Everett

Lunch 11:30

Afternoon Session 12:30 – 4:00

IV Construction Support – Guy Whittington

- Contacts
- Forms and references
- Tools from construction support
- Record keeping manual

V Construction Documentation - Lenny Lidback, Floyd Luce

- Inspection
- Diaries
- Contract Mod's
- Cross referencing quantities

VI Issues from 2014