

# ACEC/Maine DOT Construction Documentation Training

Wednesday, April 1, 2015

7:30am – 4:30pm

Sponsored by:



**TY·LIN**INTERNATIONAL  
engineers | planners | scientists

## 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 Thompkins
- 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*