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 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