

# Appendix 9

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## **Highway Maintenance Work Record**

### **Intent of Form**

The intent of the form is to record the date and quantity of the highway maintenance work activity that was performed. The report is to be submitted to Alberta Transportation once a week or at a frequency otherwise agreed to by the Department and the Contractor.

### **Dates, Activity Quantities, and Roads Inspected**

For each day of the week (there are 7 lines on the form), enter the date and the quantity of the activity performed. You may have to change the form to suit your contract (change wording of activities or bid item numbers).

The “Roads Inspected” section is to keep track of which highways received highway maintenance work. Since each shop has many highways in its area, and there are usually certain circuits or groups that get attended to, it might be useful to group certain highways together. The form can be customized for each shop – place highway and control section numbers in the legend at the bottom of the page, then just place the corresponding number into the form.

### **Remarks**

The area can be used to inform AT of specific details (number or location of roadkill hauled, number and location of Highway Cleanup bags picked up, etc.)

### **Signature Line**

To be signed by the shop foreman.



## Highway Work Identification Guidelines

### Intent of Form

The intent of the form is to identify work that may be required to the highway infrastructure. The contents of the report will be based on the drive by day time inspections of the highway. The report is to be submitted to Alberta Transportation once a week or a frequency otherwise agreed to by the Department and the Contractor

### Inspection Identification

Forms are to be modified by each District to include highway control sections contained within a given inspection beat, as agreed with the maintenance contractor.

Indicate the start time of inspection for each individual highway control section inspected in a defined beat.

Place a check mark in the Roads Checked column identifying which Highway sections were inspected. Person who conducted inspection are to print their name and sign the form before submitting it to Alberta Transportation.

If more than one person inspected the same road during the course of the week, the form should be signed off by those who conducted the inspections.

### Check Boxes & Comments - General

For each Highway section, place check marks under the appropriate category for conditions observed during an inspection. **The first time a new condition is observed, a comment must be included in the comment section, detailing the observation. Comments need not be added for repeat observations of a condition, only for new occurrences.** Some specific considerations are included below.

### Paved Roads

- (a) **Potholes** – to include all potholes on driving lanes and shoulders. Identify in comment section as to the severity of the problem. No need to count every pothole, just indicate the range. (I.e. 0-10 potholes, 10-50 potholes, 50 or more potholes)
- (b) **Surface Failures** – to include all pavement failures and breakouts exceeding pothole size. Clarify description of problem in comment section.
- (c) **Work in Progress** – check when maintenance contractor is undertaking surface work activities on paved highway. Identify activity in comment section.

### Gravel/Oiled Roads

- (D) **Blading Required** – Check box when blading is required. Identify in comment section if spot gravelling is required in some locations.
- (E) **Work in Progress** – check when maintenance contractor is undertaking surface work activities on gravel highways. Identify activity in comment section.

**Other Observations**

Generally, identify details and locations of problems observed on the first inspection where identified, and simply include check mark where still existing on subsequent inspections.

- (F) Damage Signs** – Check box if signs are damaged. (i.e., knock down, broken post, holes in signs, piece of sign missing, signs leaning) Report in comment section location of sign.
- (G) Damage Guardrail** – Check box if guardrail is damaged. (I.e. broken posts, damaged rail) Report in comment section location of damaged guardrail.
- (H) Damage Guide Posts** – Check box for damaged guideposts. (I.e. knock down, missing reflector strip). Identify in comment section as to the severity of the problem. No need to count ever guidepost, just indicate the range. (I.e. 0-10 guideposts, 10-50 guidepost, 50 or more guideposts.
- (I) Drainage Problems** – Check box if you note water being back up in ditch because of plugged culvert, or if you spot a collapse culvert. Also check if you noted a farmer has cultivated the bottom of the ditch. Only check once with reference in comment section, when first observed.
- (J) Erosion Problems** – Check if you note any side slope movement or any slides within or adjacent to the highway right-of-way. Also check if you note any serious erosion that has occurred within the right-of-way following a recent rain event or spring runoff. Only check once with reference in comment section, when first observed.
- (k) Large debris in ROW** - Check only when large debris is found in ROW, such as fridge's, tires, bags of garbage, etc.
- (L) Beaver dams** – Check off if beaver dams are located within or near highway right-of-way and are posing a hazard to the highway.
- (M) Non-Conforming Signs** – Check off box if you note any non-conforming signs placed up within the highway right-of-way that appear to be of a permanent nature. Identify location of sign(s) in comment section.
- (N) Activity by Others** – Check box if you note any activity such as utility & pipeline construction or any other development within or adjacent to the highway right-of-way. Identify activity and location in comment section.
- (O) Miscellaneous** – Indicate detail in comments section, i.e.) signal lights, litter bins, extreme weather conditions, etc.

**Signature Line**

To be signed by person that did the inspection and filled in the report.