

CHAPTER 2

REPORTS

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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 brief 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.

Example of Equipment List:

PARTY EQUIPMENT LIST								
ITEM	MFG. AND MODEL	SERIAL NO.	VDOT TAG NO.	CURRENT LOCATION	ASSIGNED TO:	COMMENTS. CONDITION, ETC...	DATE LAST CHECKED	LAST CHECKED BY
TOTAL STATIONS								
DATA COLLECTORS								
TRANSITS, THEODOLITES AND LEVELS								
RADIOS								
PIN LOCATORS								
MISC.								

EXAMPLE

Sec. 2.03 **Human Resources Planning System**

The Human Resources Planning System was established in 1972 to enable the Department to determine personnel costs and manpower requirements related to the development of highway projects. This system records the hours expended for each element and provides a record for the project of the hours expended. From these records, "norms" are developed in order that manpower can be projected for new projects.

The Survey Party Manager (Land Surveyor) shall become familiar with the system and properly educate his personnel regarding it. Time sheets should be reviewed carefully to assure that the element code is correct for the type of work performed and that the element is closed out when that element is completed.

The District Survey Manager shall have the responsibility of submitting budgets for projects and revising the budgets when necessary. [VDOT] Budgets compiled by the District Survey Manager will be submitted to the Project Manager for inclusion into the "Project Cost Estimating System" (PCES) and the "Integrated Project Manager" (IPM) system. The [VDOT] activities listed in the current edition of the "Project Tasks and Scheduling Guide" should be used when making a budget for a project. Any project changes, such as alignment miles and/or any other changes made due to additional data or change in the scope of the project are input directly into the "Project Cost Estimating System" (PCES) and the "Integrated Project Manager" (IPM) system after changes are approved[VDOT] by the Project Manager. The District Survey Manager should review all changes before they are submitted to ensure the completeness and accuracy. Any questions regarding the work elements or project numbers, which are being charged to, should be directed to the District Survey Manager.*

* Rev. 3/14