

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION H	DATE
CONSTRUCTION STARTUP	CONSTRUCTION FIELD OFFICE, MATERIALS FIELD LABORATORY AND CURING FACILITY	05/23/2023

SELECTION OF LOCATION

Subsection 155.03 of the Standard Specifications states that the Field Office is to be located within or in the vicinity of the Project Limits, as shown on the Key Map, and approved by the RE. The RE is responsible to ensure that the Specifications are enforced. The FM and the RCE must see that this is uniformly adhered to.

Buildings or structures scheduled for demolition under the Contract are not to be used as a Field Office.

If it is not feasible for the Field Office to be located within or in the vicinity of the Project Limits, the RE will justify the location based on operational needs in a memorandum to the RCE. If the RCE agrees with the location the RCE will advise the RE by memorandum that the location has been approved with any conditions the approval may have.

Only the RCE may approve acceptance of a field office that does not meet the requirements of Subsection 155.03.

The foregoing procedures will also apply to the Materials Field Laboratory and the Curing Facility items (Subsection 156.03 of the Specifications), if these items are required by the Contract except that RCE approval as indicated above will be RME approval.

EQUIPMENT AND FURNISHINGS INVENTORY

The RE will establish an inventory receipt ([Form DC-178](#)) of all Contractor furnished equipment and furnishings specified in Subsection 155.03 and maintain this receipt by attaching to the Daily Work Report DC-144(a) for the Field Office Set-up item. The RE will send a copy of the receipt to the Contractor, the RCE, and the FM.

The inventory receipt will be used at the end of the project (final pickup receipt) to have the Contractor's representative sign that they have picked up the equipment and furnishings when no longer needed by the RE.

Indicate on the final pickup receipt any equipment or furnishings that are to be transferred from the Field Office to another Field Office. The RE and the Contractor are to sign the receipt and the RE will copy the Contractor, the FM, and the file when the equipment is returned to the Contractor.