



BUREAU OF MATERIALS MATERIALS PROCEDURES

MP NUMBER: 16-25

EFFECTIVE DATE: 03/03/2025

APPROVAL: Edward Inman

DAILY ACTIVITIES REPORT

PURPOSE:

To establish a standard procedure for completing Daily Activities Reports Using Diaries

SUPERSEDES:

Materials Procedure Number 16 - Dated 07/01/2008

INSTRUCTIONS:

- I. A diary entry is to be completed on a daily basis by all personnel.
- II. Employees must complete an entry for each absence.
- III. The employee will complete the entry with all pertinent information (i.e. Portland cement concrete inspection, soil aggregate inspection, bituminous concrete inspection, specialty, and staff work.).

For each activity and project, the employee shall report the project and job code provided.

- IV. The employee will separate straight time from overtime for each project. The employee shall describe the activities for each project.
- V. The vehicle number and or mileage is to be reported for the appropriate project.
- VI. Supervisors may check the diaries of their employees at any time for correctness.
- VII. The employee is responsible for storage and safe keeping on a yearly basis.