

INDIANA DEPARTMENT OF TRANSPORTATION
District Office
INTERDEPARTMENT COMMUNICATION

(Date)

MEMORANDUM

TO: Mr./Ms. _____, District Construction Engineer
Mr./Ms. _____, District Operations Engineer
Mr./Ms. _____, District Maintenance Engineer
Mr./Ms. _____, District Traffic Engineer
Mr./Ms. _____, District Utilities Engineer
Mr./Ms. _____, Area Engineer
Mr./Ms. _____, _____ Subdistrict Superintendent
Mr./Ms. _____, INDOT Pavement Design Engineer

FROM: _____
Head Design Engineer

SUBJECT: _____ Field Check

PROJECT: Resurface of SR 00, ___ km south of SR 100 to ___ km north of SR 200,
_____ County, Des No. 00 00000

A _____ field check has been scheduled for the project described above for
_____ day, _____, 20____, at _____ a.m. We will meet at _____.

If any of the personnel listed above are unable to attend this _____ field
check, he or she must send a qualified representative from their section.

SAMPLE FIELD CHECK NOTIFICATION MEMORANDUM

Figure 56-3E