
3 Field Book

Instructions

Summary

CHAPTER THREE:

FIELD BOOK

Field books contain valuable information which details and describes the layout, elevations, and quantities of features and materials incorporated in a construction contract. As such, they are part of the official and legal record of the work done. Field notes are required to be kept so that sufficient documentation of original data becomes part of the permanent contract record.

INSTRUCTIONS

Some of the common mistakes in field note keeping may be eliminated by observing the following points:

- 1) The outside cover of the field book always includes the contract number, description number, book number, and the contents of the book.
- 2) The complete return address of the District is written on the front flyleaf.
- 3) Each book is required to have an index. The first few pages are reserved for this purpose. The index varies according to the contents of the book and revisions are added to the book as needed.
- 4) Information blocks are required to include, as a minimum, the date, weather, and personnel conducting the work.
- 5) A system of lettering which may be easily read and clearly understood is used. Small lettering is avoided.
- 6) 3H pencils or leads that do not smear are used.
- 7) Information is always recorded directly in the field book. Data is not transcribed from scraps of paper.
- 8) A combination scale/protractor is used.
- 9) Sketches with proportions are carefully estimated. With practice, a scale and protractor help to produce sketches that are of a higher quality.

- 10) Details on sketches are exaggerated.
- 11) Sketches with tabulated data are lined up.
- 12) Left hand pages for tabulation of numerical data and right hand pages for sketches are used.
- 13) Consideration is given to what the person in the office needs to know and explanatory notes are made so all of the data is clear.
- 14) Conventional symbols are used.
- 15) A north arrow is placed at either the top or left side of the page for all sketches indicated and should not overpower the sketch.
- 16) Tabulated figures are lined up with the column rulings and digits and decimal points placed in line vertically.
- 17) All measurements and rod readings are checked to determine if they are reasonable.
- 18) All values are repeated aloud before recording for verification.
- 19) A zero is placed before all decimals if less than one.
- 20) The precision of measurements is indicated by recording significant zeros.
- 21) Computation checks are made in the field and recorded immediately.
- 22) All closures and ratios of error are recorded before leaving the field.
- 23) Recorded data is not erased or written on top of. A line is run through incorrect values and the correct value recorded near the incorrect value.
- 24) Diagonal lines from opposite corners are drawn if a page is voided, and the word "VOID" written on the page. No information is obscured.

SUMMARY

Field books always contain the following data:

- 1) Title
- 2) Return address
- 3) Index
- 4) Information concerning dates, weather, and personnel who conducted the work

Entries are erased in the field books. If a mistake is made, the mistake is neatly crossed out and the proper data rewritten. A clear, descriptive sketch with references to known land marks or control points is always provided.