

May 15, 2003

MEMORANDUM
03-07

TO: District Directors
District Operations Engineers
Toll Road Operations Engineer
District Construction Engineers
District Materials & Tests Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: Timothy D. Bertram, Chief
Contracts & Construction Division

RE: Operations Conference Follow Up

On April 29th, 30th, and May 1st, 2003 our Operations Support Division held their annual Operations Conference at the Indiana Government Center South building. On day two of that conference Dennis Kuchler, Field Engineer in my Division, spoke on construction issues and how maintenance and construction personnel should work together whenever possible so that both groups can benefit from the others work.

Various topics were discussed and toward the end of presentation, the operations group was asked what problems are constant concerns that construction project generate for maintenance operations. The following were that items that came out of that question:

1. The Operations Engineers stated that their sub-district offices are **NOT** being notified very often by Project Engineers/Supervisors when new guardrail end treatments or attenuators are installed on construction projects. As all the PE/PS should know, it is their responsibility to notify the sub-district superintendents that a new unit has been installed in their area. This procedure is outlined in Memorandum 01-08 and in our GIFE, (Section 21). Please read that memorandum and follow its instructions.
2. The maintenance personnel stated that construction projects are being left with water ponds on the pavement at various locations and at times, asphalt/concrete piles are being left by being covered with straw.

This office knows the concerns mentioned above do not apply to all contracts. However, with less INDOT personnel assigned to construction projects certain punch list items can be missed. Please make sure the concerns of this memorandum are addressed.

TDB/dak