GENERAL PROJECT INFORMATION (Provide in memorandum form as illustrated below.)

BRIDGE PREVENTIVE MAINTENANCE MEETING MINUTES

BRIDGE FILE NUMBER: \_\_\_\_\_

NBI NUMBER: \_\_\_\_\_

DESIGNATION NUMBER: \_\_\_\_\_

ROUTE IDENTIFICATION AND FEATURE CROSSED: \_\_\_\_\_\_\_\_ over \_\_\_\_\_\_\_\_\_\_\_\_

PROJECT LOCATION: (8 miles southwest of the south junction with State Road 39, in Section 13, T-11-N, R-2-W, Ray Township, Morgan County, Indiana)

REFERENCE POINT: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(INDOT designer name and INDOT District or Central Office,

or Consultant Project Manager name and Consulting Firm)

DATE: \_\_\_\_\_\_

[LPA PROJECTS ONLY] OWNER REPRESENTATIVE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature, Title, and Date)

I. FIELD INSPECTION DATA

Date of Inspection

 Time of Inspection

 Attendance (Name, Organization, Unit within Organization)

II. EXISTING STRUCTURE DATA

A. History

 Year Built

 Year(s) Repaired and type of repair work (if known)

Current Inventory Load Rating (If the current Inventory Load Rating is less than 36 tons, this should be discussed at the initial field check)

III. EXISTING CONDITIONS

This section should begin with a brief description of the intended purpose of the project.

This section should include a list of brief statements on the condition of the structural elements. The statements should focus on deterioration and necessary repairs. **If an element does not require a repair, only the general condition (Item 1 for each element listed below) which is to remain in place after rehabilitation should be noted.** Additional guidance for reviewing specific elements can be found in the Bridge Scoping Report. The following is a list of elements to be reviewed during the field check.

A. Bridge Deck

1. General. Indicate the overall condition of the bridge deck (excellent, fair, poor). A percentage of partial depth patching should be noted for the purpose of estimating Bridge Deck Overlay, Additional.

2. Overlay

3. Surface Condition.

4. Underside Condition.

 5. Joints.

6. Drainage.

7. Bridge Railing. The existing bridge railing condition must be assessed, but an evaluation of Bridge Railing Test Level is not required. Bridge railing not performing as intending due to deterioration or crash history should be considered for replacement.

8. Curbs or Sidewalks.

B. Superstructure

1. General. Indicate the overall condition of the superstructure (excellent, fair, poor).

2. Fracture-Critical Member or Low-Fatigue-Life Details

 3. Damage

4. Bearings, Pedestals

C. Substructures and Foundations

1. General. Indicate the overall condition of the substructures and foundations and slope protection (excellent, fair, poor). Also indicate the substructure and foundation types and materials.

2. Seismic.

3. Drainage.

4. Scour.

D. Approaches

Only design elements within the limits of the project, including the incidental construction, or safety concerns should be addressed.

1. General. Indicate the overall condition of the approaches (excellent, fair, poor).

2. Wedge.

3. Approach Pavement.

4. Guardrail.

5. Drive or Public Road.

6. Traffic-Control Devices.

7. Roadway Drainage and Pipes.

8. Miscellaneous.

E. Utilities. Identify all apparent existing utilities which are attached to structural elements, and their locations, e.g., conduits, electrical boxes, gas lines, water lines.

F. Railroad. (Presence, if affected by project construction or maintenance of traffic)

1. Environmental Compliance. Document the environmental factors which are likely to be involved, including the following:

1. Impact on wetlands (if applicable a color photograph of the suspected area should be included and labeled);

2. All likely permits (if no permits are required, state the reasons why not); and

3. Historical significance of the bridge, specify if Select or Non-Select.

See Chapter Seven and Chapter Nine for more information on environmental considerations and permits.

IV. RECOMMENDATIONS

This section should begin with a statement to the effect that the scope of work for this project falls under preventative maintenance and geometric design criteria were not evaluated at this time.

This section should contain a concise list of the recommended repairs for the project. See Chapter 412 and the Bridge Scoping Report for additional guidance to possible repairs. In addition to recommended repairs, the following items should be included in the recommendations.

A. Additional Condition Surveys and Tests. Section 412-4.0 identifies the more-sophisticated condition surveys and tests. Indicate which of these, if any, should be undertaken before definitive recommendations are made.

B. Utilities. Identify known utility adjustments necessitated by the bridge-rehabilitation work. See Chapter Ten for more information on INDOT policies and procedures for utility adjustments.

C. Maintenance and Protection of Traffic During Construction. Identify the recommended strategy for maintaining traffic during construction. Inclusion of preliminary sketches is recommended for a complex traffic-control scheme.

V. PRELIMINARY COST ESTIMATE

Provide a preliminary cost estimate for the proposed bridge rehabilitation work. Minor miscellaneous items may be combined into one lump-sum item.

The preliminary cost estimate, projected to the scheduled contract letting, should be based on INDOT’s current construction cost-estimating software system.

VI. PHOTOGRAPHS

Provide color photographs depicting in sufficient detail noted deficiencies and recommended repairs. The pictures can then be used in reviewing recommended preventative maintenance items. The following procedures apply to photographs.

1. Log all photographs as taken.

2. 1 - 2 photographs per page.

3. Beneath each photograph, identify the following:

 a. the photo vantage point,

 b. the direction the photographer is looking, and

 c. the description of the picture.

For a project anticipating an IDNR permit, the designer should consider including a plan view of the bridge, to be placed in advance of the photographs, illustrating the photo location by photo number and the direction the photographer is looking.

Photographs should include header information and continue page numbering from previous sheets.

Last Revised: 03/11/2021