General Instructions To Field Employees

AASHTOWare Projects Edition

Construction Management and District Support

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FOREWORD

The General Instructions to Field Employees (GIFE) manual is intended for use by field personnel assigned to Indiana Department of Transportation construction projects.

The purpose of the manual is to establish standard procedures for construction administration and inspection activities with the intent that field personnel will carry out their duties in a uniform manner throughout the State.

There are many areas that are not yet covered by this manual and in general, standard Department practice should be followed in lieu of specific instructions until those areas are addressed. Field personnel should contact their supervisor with specific questions about procedure.

These instructions cannot cover every contingency and field personnel are expected to use their best judgment in dealing with the specific and unusual situations that arise on any project. However, Department personnel are expected to apply these established procedures to the best extent possible on any given project.

The use of this manual by others is solely at the risk of the user. The Department does not warrant the accuracy of the contents of the manual or any of its supporting material.

Questions about the instructions and suggestions for improvement should be directed to the Division of Construction Management.