



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Bridge Inspection Memorandum No. 22-08 Maintenance Recording for Local Public Agency Bridges

November 3, 2022

TO: All LPA Inspection Personnel, Consultants, and County Officials

FROM: /s/ Anthony Marino SPM
Anthony Marino
State Bridge Inspection Program Manager
Bridge Management Division

SUBJECT: Maintenance Recording for Local Public Agency Bridges

EFFECTIVE: Immediately

All Local Public Agency (LPA) bridge inspection operations shall be required to document bridge maintenance actions using the Maintenance – Work Management reporting tool in the BIAS Maintenance Tab for all bridge assets where maintenance actions are either a) recommended and reported during LPA bridge inspection operations or, b) subsequently determined independently by county engineers, county maintenance personnel, or other county highway/bridges employees (herein referred to as **county forces**) to be needed and are executed by either construction contracts, in-house county maintenance forces, or through other means.

Bridge inspectors executing LPA bridge inspections shall create the Maintenance – Work Management report (herein referred to as **maintenance report**) for each bridge for all incidents where either bridge maintenance actions are either recommended or discovered to have been completed. Once created in the BIAS bridge file for the asset, all individual maintenance reports shall be maintained and updated by the responsible LPA bridge inspection consultants either as required due to changing conditions or as work actions are executed.

Required Actions by bridge inspector when either a maintenance need or completed work is discovered:

1. Within the BIAS bridge file's Maintenance Tab, the inspector shall create a maintenance report within the "Create New Work Management" tool for each individual new maintenance need or observed completed maintenance work.
2. Maintenance Type selected shall be the Maintenance – Bridge option.
3. For each new maintenance need or observed completed maintenance work, the inspector shall complete the following sections:
 - Date Reported.
 - Priority Code. One of the four color-coded pull-down options shall be selected.

RED: Recommended maintenance work should be resolved within 1 month.

YELLOW: Recommended maintenance work should be resolved within 3 months.

GREEN: Recommended maintenance work should be resolved within 6 months.

GREY: Recommended maintenance work should be resolved within 1 year.

GREY should be selected for any previously unreported maintenance work that has been observed to have been completed since the last bridge inspection.

- Work Code. One pull-down maintenance activity category shall be selected from the menu.
 - Deficiency Description. The description shall be as comprehensive as needed to detail the extent and severity of the deficiency requiring maintenance action.
 - Reported By. Information shall include the inspector's name, phone, and email address.
 - Recommendation.
4. Photograph documentation of the observed field conditions shall be attached as applicable to each maintenance incident report.
 5. A PDF copy of the maintenance report for each new maintenance need shall be sent to the responsible county forces for action. The inspector ***shall not yet use*** the Change Workflow Stage function at the upper left corner of the maintenance report form to change the workflow stage to "Completed" until the maintenance action has been ***either reported by county forces as complete or observed by the bridge inspector to have been completed.***

Required Actions by County Forces when maintenance action is completed:

When bridge maintenance action is completed by the LPA owning the asset, the responsible county forces shall notify their inspection consultant that such work has been done. The county forces shall include photographs as applicable in the correspondence sent to their inspection consultant documenting the completed work.

Required Close-out Actions:

Following notification that maintenance action has been done, the inspection consultant shall complete the remaining sections:

1. Work Description. The description shall be as comprehensive as needed to detail the scope and extent of the completed maintenance work. If possible, the information provided in the description should include work order information and cost of the executed work.
2. Date Repairs Completed.
3. Maintenance Comments (as needed).
4. Attach photographs documenting completed remediation action as applicable.

Once each maintenance need is completed or observed maintenance work has been done, the inspector shall then use the Change Workflow Stage function at the upper left corner of the maintenance incident form to change the workflow stage to "Completed".