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Continuing Education Course #485
Entry Level Construction Engineering:
Project Documentation - Part 1. Diaries

1. Typically, the two main types of Diaries on a construction project are:
 - a. Project and Personnel
 - b. Contractor and Subcontractor
 - c. Project and Personal
 - d. Contractor and Owner
2. Since Diaries are important legal documents, which next statement is true:
 - a. They are subject to subpoena in a court of law
 - b. They are not important legal documents, diaries are never serious
 - c. They should be based on opinions not facts, because subjective info is more reliable in court
 - d. They should have pages that are easily removed for editing
3. A diary should be legible, well thought, and easily read because:
 - a. most Diary entries may not be referred to for a year, or longer
 - b. will probably be read by someone other than the writer.
 - c. Diaries are subject to discovery in a lawsuit
 - d. All of the above
4. Which Diary entry would be best when describing concrete flexural strength?
 - a. The flexural strength was 650 psi
 - b. The flexural strength today was 650 psi
 - c. The flexural strength of the mainline beams broken today was 650 psi.
 - d. The flexural strength for the beams on NB mainline from Sta 345+90 to 405+23, based on 7-day breaks, was 650 psi.
5. Three items of the official Diary include; (1) Entries must be in ink, (2) Corrections are initialed, & (3) ...?
 - a. Entries are written by a Professional Engineer
 - b. Each page/daily entry must be signed
 - c. Entries are placed into the official three ring loose leaf project binder
 - d. Yellow highlighter is use to mark important events
6. Weather is an important daily category because:
 - a. Everyone likes to discuss the weather
 - b. If the weather is not suitable for incidental items of work, the day may not be counted as a workday
 - c. If the weather is not suitable for the major items of work, the day may not be counted as a workday
 - d. Bad weather is expected and a part of the construction process
7. In the example numbering classification, No. 5 is?:

- a. Delays
- b. Extra Work
- c. Labor Organizations
- d. Subcontractors

8. What could be a topic that would fall under the official Project Diary OTHER category?

- a. Comments from the area office concerning an out-of-state bid proposal
- b. Conversations with a spouse concerning an upcoming family event
- c. Personal opinion about a subcontractor's equipment selection
- d. Comments or concerns from local police department

9. Generally, a personal diary is maintained for what period of time?

- a. They contain the events of a project duration
- b. They contain the events of a calendar year
- c. They have no duration but are separated by geographic locations
- d. none of the above

10. Three qualities that generally apply to all project documentation are?

- a. email, written, oral
- b. organized, accurate, and digital
- c. neat, organized, and inaccurate
- d. neat, organized, and accurate

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