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DEPARTMENT OF THE ARMY
Little Rock District, Corps of Engineers
P.O. Box 867
Little Rock, Arkansas 72203

LRDOM 1110-1-2

Office Memorandum
No. 1110-1-2

1 December 1980

Engineering and Design
REQUIRED VISITS TO CONSTRUCTION SITES
BY DESIGN PERSONNEL

1. Purpose. This memorandum establishes responsibility and policy for visits by design personnel to construction sites.

2. Applicability. This memorandum applies to Little Rock District organizations elements responsible for project design and construction.

3. Policy. Appropriate design elements will make periodic and timely visits to construction sites to insure that project personnel are given assistance in adapting design features to actual site conditions. The design elements will also insure that any engineering problems not fully assessed in the original design are observed and evaluated and that appropriate action is taken.

4. Procedures.

a. Chief, Design Branch, Engineering Division, will prepare the schedule for visits to the construction sites on a semiannual basis. The schedule will include existing and expected contracts at each construction site. Deviations from the semiannual schedule may be required due to site conditions such as weather and construction progress. Copies will be furnished appropriate design elements and Southwestern Division.

b. The design team to make the scheduled visit to the construction site will be made up of the appropriate design personnel from the District. Technical Engineering Branch, SWD, will be notified to ascertain if Division or OCE design personnel are to be included on the team.

c. When month of scheduled visit arrives, the Design Branch Project Engineer will contact Construction Division and obtain a current status of construction contracts at the site. The Design Branch Project Engineer will then determine the appropriate District team members and contact SWD Technical Engineering Branch for their input.

d. Members of the design team will contribute to a written report to be coordinated and completed by the Design Branch Project Engineer. Only significant variations from expected field conditions, important interpretations of plans and specifications made for field personnel, or serious problems not fully evaluated in the original design need be included in the report.

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Any unsafe practices observed will be called to the attention of the Resident Engineer before leaving the project and a statement regarding safe practices will be noted in the report. A copy of the report will be furnished the Safety Office and S&I Branch. The report will be in the form of a DF through Chief of Engineering Division and Construction Division to Design Branch files.

FOR THE DISTRICT ENGINEER:



ROBERT W. GLENN
LTC, Corps of Engineers
Deputy District Engineer

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