

**DAY LABOR****3166****(Sept. 1999)**

Day labor is work accomplished by the department, using either its own staff or additional personnel hired specifically for the project, and paid from an appropriation in our budget. There are limits placed upon the amount of work that can be accomplished by day labor. The limit is \$109,000 for wages and benefits on any particular project and is updated annually in accordance with the Cost of Living Adjustment (COLA).

**INSPECTIONS****3166.1****(Sept. 1999)**

Day labor work must be inspected by the Designer of Records or his Designee to assure that the work is constructed as shown on the plans and in accordance with all applicable codes and standards. An Inspection and Observation Sign-off Sheet will be posted at the job site prior to commencing construction. The sign-off sheet shall include all phases of construction and shall identify the State's Representative, the Designer's of Record designee, and the items that need to be inspected as stipulated in the Inspection and Observation Plan. The State's Representative and/or Designer's of Record designee shall sign-off each phase construction as it is completed and inspected. Construction of the next phase shall not proceed until the previous phase has been signed off. All phases of construction must be signed off before the project will be accepted and final payment will be made. Any materials or workmanship that do not conform to the contract requirements must be rejected.

The inspection of projects that are deemed Essential Services Buildings must be done by certified inspectors, and their records must comply with the requirements of the California Code of Regulations (CCR).

**CHANGES****3166.2****(Sept. 1999)**

Any changes in the work from what is shown on the working drawing for the project must be approved by the person responsible for the design. No changes are to be made without the concurrence of the designer. Such concurrence can be obtained either by phone or in writing, as the magnitude of the change may dictate.

## **CASUAL LABOR**

**3166.3**

(Sept. 1999)

The department has a small appropriation of casual labor or artisan positions for use on construction or maintenance projects. The procedures for filling those positions can be obtained from the region or headquarters personnel office.

## **RECORDS**

**3166.4**

(Sept. 1999)

A file of the documents pertaining to the project should be established and kept current. Include in the file a copy of the following:

- Working drawings
- Correspondence related to the project
- Copies of materials purchase documents
- Copies of documents related to the use of casual laborers  
Diaries
- Documentation of approved changes
- Safety Plans and records of Safety Training

The Matrix of Construction Project Responsibilities ([see exhibit](#)) lists the activities to be taken in planning and overseeing a construction project and notes the agency or section responsible.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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