

# INSPECTOR'S FIELD OFFICE AND INSPECTION FACILITIES PROJECT DEVELOPMENT CHECKLIST

**PART 1. TO BE COMPLETED BY DISTRICT DESIGN UNIT**

Project No.	District	County
S.R.	Section	Project Designer
Estimated Project Cost	Anticipated Letting Date	

The District Design Unit is preparing the Plans, Specifications, and Estimate (PS&E) package for the above referenced project. Use the table provided below to indicate what should be included in the special provision for Section 609 entitled "Table A Appendix". Refer to Publication 408, Section 609, for standard office / Laboratory sizes and the specification requirements that are applicable to each piece of such equipment. Indicate in the PennDOT Supplied column the number of the Electronic Equipment that will be supplied by the BIO IT. The Municipal Project Column is for Municipal Projects only. The 688 Spec is permissible to use for Municipal Projects only. Municipal Projects utilizing the Pub 408 Section 688 to obtain computers for their projects will use the 609 Qty column to enter quantities for all other items. If an item is not needed enter "0".

**PART 2. TO BE COMPLETED BY DISTRICT CONSTRUCTION UNIT**

Table A			
Office(s)/Laboratory	609 Qty	PennDOT Supplied	Municipal Project (688 Spec)
Inspector's Field Office - Type A			
Inspector's Field Office - Type B			
Inspector's Field Office - Type C			
Proportioning Plant Office			
Field Laboratory			
<b>Communication Equipment</b>			
High Capacity MFD			
Low Capacity MFD			
Cellular Phone(s)			
<b>Electronic Equipment</b>			
Desktop Computer			
Laptop Computer			
<b>Specialized Equipment</b>			
Surveyor's Level & Measuring Rod			
Electronic Digitizer			
Digital Display Level			
Infrared Thermometer			
Laser Range Finder			
Paper Shredder			
Digital Camera			
<b>Internet Service</b>			
Internet Service Provider			
Wireless Internet Broadband Router			
<b>Miscellaneous Items</b>			
Computer Media *			
High Yield MFD Ink/Toner Cartridges			

**PART 3. TO BE COMPLETED BY THE ADE FOR THE RESPONSIBLE UNIT (CONSTRUCTION OR MAINTENANCE)**

ASSISTANT DISTRICT EXECUTIVE (or Representative) – CONSTRUCTION / MAINTENANCE

 \_\_\_\_\_  
 SIGNATURE

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 DATE