



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". The Scheduling Column is to identify the type of Schedule the project will use.

PART 2. TO BE COMPLETED BY DISTRICT CONSTRUCTION UNIT

Table A				
Office(s)/Laboratory	609 Qty	PennDOT Supplied	Municipal Project (688 Spec)	Scheduling (689)
Inspector's Field Office - Type A				
Inspector's Field Office - Type B				
Inspector's Field Office - Type C				
Proportioning Plant Office				
Field Laboratory				
Communication Equipment				
High Capacity MFD				
Low Capacity MFD				
Cellular Phone(s)				
Electronic Equipment				
Desktop Computer				
Laptop Computer				
Specialized Equipment				
Surveyor's Level & Measuring Rod				
Electronic Digitizer				
Digital Display Level				
Infrared Thermometer				
Laser Range Finder				
Paper Shredder				
Digital Camera				
Internet Service				
Internet Service Provider				
Wireless Internet Broadband Router				
Miscellaneous Items				
Computer Media *				
High Yield MFD Ink/Toner Cartridges				
Construction Scheduling				

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

ASSISTANT DISTRICT EXECUTIVE (or Representative) – CONSTRUCTION / MAINTENANCE

SIGNATURE
DATE