Entering Checklist Event in SiteManager for Barricade Reports

Recordkeeper Job Aid Construction Division





Traffic Control Inspection (Form 599)

Entering Checklist Event in SiteManager for Barricade reports

<text></text>	1. This form 599 is a "Traffic Control Devices Inspection Checklist" and is a two sided document. <i>(front side 599)</i>
 Present Form 599 to the CRP at the conclusion of the inspection or no later than the end of the next business day. Have the CRP print, sign, and date the form. A copy of the corrected by the CRP provide a copy of the corrected by the CRP provide a copy of the corrected by the CRP provide a copy of the corrected by the corrected. Here the CRP print, sign, and date the form. A copy of the corrective actions coccur in the same day or when there are no corrective actions requered. The sont completed and is not to be filed until all deficiencies have been corrected. The sont form the contractor is assistant of the inspection provide by the CRP provided to the Contractor actions. The advections of the corrected by the contractor, is assistant on the time of the inspection of the form. Song of the corrected by the contractor, the department to advect the inspection place actions. If any deficiencies are found to the general to the contractor takes immediate action at the time of the inspection or upon notification for a Priority 1 deficiency. Ensure the contractor takes immediate action at the time of the inspection place is a priority 1 deficiency. The department responsible person (DRP) or appropriate column is action in the time of the inspection row thin 7 calendar days of notification for a Priority 2 deficiency. Items that are corrected during the inspection place action at the time of the inspection row the inspection action to a priority 1 deficiency is the contractor, the department responsible person (DRP) or appropriate department project staff should be prompty notified by the CRP. Record the date when each deficiency is corrected. Perform necessary field verifications of the contractor is astisfactory when corrective actions required. This form is not complete and is not to be field until all deficiencies have been corrected. The separation may be made by filing at the district or the area offico. Destrict provesse is district ore acons area offico. Dest	2. On the other side of the document tells the inspector what needs to be done. (back side 599)



https://crossroads TxDOT.gov Z Administration ~ CROSS ROADS Apps tetricts ~ Latest News	3. To locate a 599 form, go to Crossroads home page and locate the "Apps" on the top of the page and click on it.
TxDOT.gov Z Administ	4. Find "E-forms" under the letter "E" and click on that.
A B • AASHTOWare Project APVM-APCM-APCRL [2] • Box.com [2] • Adopt-a-Highway [2] • Box.com [2] • Automated Purchasing System • E • Application Access Criteria [2] • E	
LICLING	5. From there it will bring up a user id and a password prompt. This is the same employee password that you would use typically to log in to your work computer.
C All Startpoints All Startpoints ABL ABL ABL ABL ABTPA AVN 081000	6. After logging in, click in the "Search Startpoints" and type: 599.



 ← C ▲ Not secure txeform/lc/apps/ws/index.html# ✓ Texas Department of Transportation ✓ Start Process ✓ To-do Categories Favorites All Startpoints ABL ABL ABTPA AVN BRG 	7. Click on the appropriate form that you are looking for (in this case we are looking for the 599) Click on that form listed and then you can use that document.
I -JOK25X3 20249328 I -JOK25X3 20249328 I - JOK25X3 20249328 I	 8. Open SiteManager for next step in logging 599's: a. Type your TxDOT User ID b. Type your Password c. Click Logon
SteManager Panel Kain Panel Contract Administration(#) Daily Work Pipeline(#) Contractor Change Materials Accessories(#) Manuals(*)	9. Double click "Contract Administration"



SiteManager Panel X Main Panel Contract Administration(+) Reference Tables(CA+) Reference Contract Reports (CA+) Process List Reference Contract Management(+) Process List	10. Double click "Contract Records"
SiteManager Panel Main Panel Contract Administration(+) Contract Administration(+) Wain Panel Wain Panel Contract Administration(+) Contract Records(+) Ornitracts Milestones Projects Categories Items Contract Contract Administration(+) Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Ornitracts Milestones Projects Categories Items Contract Panel Contract Administration(+) Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel Key Dates Checklist Event Permits Correspondence Force Accounts Design Evaluation Scheduled Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel United Scheduled Wain Panel Wain Panel Wain Panel Wain Panel Wain Panel	11. Double click "Checklist Event Dates"
International X International I	12. Choose your project using the search box.





Checklist Event Dates Contract ID: 014209047	
Event Type Frequency Type Event Group Type Next Proj Date Nb of Occrnc to Activate Required Ind Discr Doc Type Required Ind LABOR INTERVIEW Monthly CIVIL RIGHTS REC 10/07/24 18 N Y LABOR INTERVIEW N BULLETIN BOARD INSF Quarterly FEDERAL-AID REC 12/07/24 6 N Y N PROMPT PYMNT CERT Monthly FEDERAL-AID REC 11/07/24 18 N Y BARRICADE INSF BARR INSP - DAY Monthly INSPECTION REQ 10/07/24 18 N Y BARRICADE INST BARR INSP - NIGHT Monthly INSPECTION REQ 10/07/24 18 N Y BARRICADE INST BARR INSP - QUART Quarterly INSPECTION REQ 10/07/24 18 N Y BARRICADE INST BARR INSP - QUART Quarterly INSPECTION REQ 12/07/24 6 N Y N CONSTRUCTION STAG One Time Only INSPECTION REQ 00/00/00 1 N Y CONSTRUCTION N	13. Choose the barricade event type you are wanting. Make sure to pay close attention to them as there are three different barricade reports:
Projected Date Actual Date Comments 00/00/00 00/00/00	BARR INSP – DAY
	BARR INSP – NIGHT
	BARR INSP - QUART
AASHTO SiteMan 202403281 2 <td> 14. Enter note and save: 1. Click the "New" Icon, then enter the actual date the barricade report was performed. (make a note in the comments box if a second report was performed that month for event) 2. Then click the save icon. </td>	 14. Enter note and save: 1. Click the "New" Icon, then enter the actual date the barricade report was performed. (make a note in the comments box if a second report was performed that month for event) 2. Then click the save icon.
<text></text>	 15. File the Completed Form 599 in a separate file for the associated project, such as a file cabinet/ folder away from all other contract documents. Do not file electronically. These forms can be filed with the contractor evaluations. 16. Label file folder, as it must be labeled: DO NOT DISCLOSE – EXCEPTED FROM DISCLOSURE BY U.S.C. §407.





17. When you have completed entering into Site Manager, DO NOT throw away or place in recycle bin.

Place all 599's that you have already filed within a **confidential folder***.

*Find out what your district protocol is for handling these forms after they are completed.