

Memorandum

*Serious drought.
Help save water!*

To: MAINTENANCE DEPUTY DISTRICT DIRECTORS
MAINTENANCE REGION MANAGERS

Date: April 22, 2016

File: Guardrail End
Treatments

From: TONY TAVARES
Chief
Division of Maintenance



Subject: MAINTENANCE ASSISTANCE ON QUALITY ASSURANCE REVIEWS FOR
GUARDRAIL AND GUARDRAIL END TREATMENTS

The following are interim instructions to district Maintenance staff for the task of assisting the construction program with Quality Assurance (QA) reviews on projects that install guardrail and guardrail end treatments. When requested by the Resident Engineer (RE), qualified Maintenance personnel will assist with QA reviews of guardrail and guardrail end treatments for ongoing construction projects.

The RE will contact the appropriate Maintenance personnel to arrange for an agreeable schedule to assist with the QA review. This schedule should include which locations are to be reviewed and when the reviews will take place. These requests may continue until such a time that a sufficient number of REs and inspectors have been trained by the Division of Construction. This request may be in addition to the normal maintenance walk-throughs during final inspection of construction projects.

The QA effort is limited to after the contractor has completed the installations, and prior to final construction contract acceptance. The extent of Maintenance involvement will be to review the location(s) for proper installation according to the project plans and the manufacturer's installation instructions (where available). Maintenance personnel are not to determine if the device(s) selected are appropriate for the location. Maintenance personnel are not to be involved with the actual construction inspection process.

The RE will provide all necessary documentation and manuals, including manufacturer's checklists, to Maintenance personnel prior to the QA reviews. Maintenance personnel shall use the checklists on proprietary devices to determine proper installation. Maintenance checklists will be shared with the RE, and the RE will work with the contractors to address all appropriate concerns.

Maintenance personnel will communicate their findings directly to the RE, and will not have direct communication with the contractor without the RE present. The RE may schedule a meeting and include Maintenance personnel, if clarification on reviews is necessary.

The Maintenance Region Manager will be responsible for assigning appropriate staff to each project for this purpose. Maintenance personnel should be identified at a pre-construction meeting.

Maintenance personnel must charge their time to the project, using the appropriate Work-for-Others activity and project ID (as provided by the RE) in Integrated Maintenance Management System. If you have any questions or need clarification, please contact Gonzalo Gomez, Office of Roadway Maintenance, at (916) 654-2461.

- c: Rachael Falsetti, Chief, Division of Construction
- Tom Hallenbeck, Chief, Division of Traffic Operations
- Kris Kuhl, Assistant Division Chief, Division of Traffic Operations
- John Stayton, Assistant Division Chief, Division of Construction
- Shaun Ng, Chief, Office of Construction Compliance and Training
- Kuo-Wei Lee, Chief, Office of Roadway Maintenance
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