

Job Stamp
04-0220L4
OTDI
04-0120J4(SWTS)
04-ALA-80-2.5/5.6
Projects

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
Mehran Ardakanian
CONSTRUCTION ENGINEER'S
DAILY REPORT

File No.: **45**
Report No. 362-368
Date: Dec. 10 – 16, 2007
MTWTFSS

Monday #362 12-10-2007 --

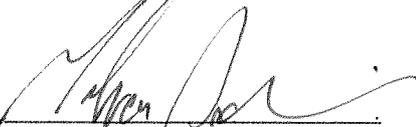
- Hosted the weekly safety & staff meeting with Ben, Bill & Rich (8-9).
- Attended the weekly Brian Maloney's Cabinet Meeting for Amer, as he is out sick (10-12).
- Attended the chill ring certification paper work and other issues.
- Received a call at 4:50 p.m. from Reza Shirazi regarding an accident at the site, Ben-RE has been notified and the proper forms have been filled. The pile butt was pinched between the trestle pile and the pile hammer frame lead. He was taken to SF General Hospital. Cal-Osha visited the site. For more details, refer to Ben Ghafghazi's report.
- Informed staff to notify their supervisor for OR pre-authorization.
- Informed Ravi & Walker to submit their late timesheet for last week.

Tuesday #363 12-11-2007 --

- Printed out last week's daily report to be field.
- Informed staff to provide daily reports to me on a daily basis.
- Requested Sybil to create a chart and assign 2 staff members monthly to conduct employee interviews for labor compliance.
- Ravi filled out the accident reporting form for his incident on 11/28/07. Ravi to fax and mail original to HQ. And keep a copy & provide me a copy.
- Review of PMIV documents received from MCM.
- Assisted Shen to get the PAFR form filled out, so she can be activated in the Staff Central System. Contacted Robert Dukes & Deborah Smith to get the process in order.

Wednesday #364 12-12-2007 --

- Emailed staff whom have not submitted their daily reports for yesterday for my review.
- Requested Ravi to submit his late timesheet for last week.
- Emailed and left a message with Deborah Smith to get Shenbagavalli Ramachandran back to active status after her return from leave of absence from 9/24/07 through 11/26/07.
- Emailed Dolores Valls, John Babcock, John Lammers, Amer Bata, Rich Foley & John Drury regarding the update on the injured pile butt on Monday at 4 p.m., He was released from the Hospital the same night and was back at work on Tuesday.
- Emailed Dolores Valls & Mike Forner Mahmoud Khandaghabadi, Hovik Khachian & Richard Duncan's Leave balance reduction plan Memo.
- Attended the first Monthly Executive management Meeting from 10-1 with MCM and CT Management to discuss outstanding issues and concerns.
- Attended the weekly Design/METS Meeting from 1-1:30.
- Review of PMIV action items.
- Review of staff's daily report from yesterday's activities.
- Asked Maged to attend the Risk Management on my behalf. Informed Amer that I was not notified that there would be a Risk Management Meeting.


Mehran Ardakanian
Senior RE/Bridge Construction Engineer

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Thursday #365 12-13-2007 --

- Forwarded the leave balance reduction plan to Sherry Haas.
- Review of staff's daily report from yesterday.
- Signed the safety glasses forms for Win Maung.
- Emailed Ahn Luu again on setting up the training for confined space on staff central for the 3 people I trained on 12/4/07.
- Emailed Amer to remind him to email me consultant resumes for 1 PYE on the 014034 substation job run by Ron Goldgruber-structure rep.
- Noted unit prices of items on the special provisions.
- Review PMIV & Lotus Notes.
- Emailed staff regarding the need to sign up for the defensive driving training being provided, if have not attend on in the past 4 years.

Friday #366 12-14-2007 --

- Visited the 014034 Electrical Sub station project site with Ron G. Visited the OTD1 site as well.
- Submitted time sheet.
- Updated lotus notes calendar of events.
- Reviewed Notes emails and PMIV submittals.
- Pre-authorized Ravi & Shen O.T., for this Saturday's SWPPP, Safety Inspection.

Saturday #367 12-15-2007 --

- Refer to staff's field report for activity.

Sunday #368 12-16-2007 --

- No work performed.



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