

Job Stamp
04-0220L4
OTD1
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. 369-375
Date: Dec. 17 – 23 , 2007
MTWTFSS

Monday #369 12-17-2007 --

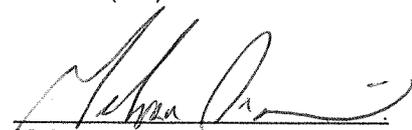
- Filed a copy of my daily reports for last week.
- Attended the weekly staff Meeting.
- Attended the Safety Standown, a mandatory 1-hour meeting on MCM's safety protocol and other safety issues related to the job.
- Filled out the Personal use of state vehicle for the month and gave it to Amer to sign and provide it to Keith O.
- Updated the online car log.
- Reviewed and approved Richard Chang's monthly task order bill and asked Amer to sign, and emailed it to May Lo with LAN Engineering at May.Low@lanengineering.com.
- Requested a Cell phone for Shen Ramachandran from Michelle Aragon at the D.O.
- Review and approval of staff's timesheet for last week.
- Requested Shen R., Rich D. & Daniel T. to submit their overdue timesheet.
- Requested daily reports for last week from Ron. G.; Chris Young; Behzad Halali; Daniel Tecele; Sherif G; Mahmoud K; Reza S; Rateb A & John W.
- Talked with staff members individually regarding submitting proper daily reports, i.e. check spelling, check dates, record a complete daily activity of contractors employees, sign report, etc.

Tuesday #370 12-18-2007 --

- Review of staff's daily reports.
- Review of PMIV correspondences.
- Attended the SFSU High School Summer Program at D.O., hosted by Dragomir Bogdanic from 1-3.

Wednesday #371 12-19-2007 --

- PMIV & Lotus Notes email review.
- Forwarded email from MCM – Nick King on the 50% fly ash proposed Cco to Ibrahim to review with Ric Magenti asap.
- She to go to D.O. to pick up the state issued cell phone from Michelle Aragon.
- Read Fatemi's weekly METS report.
- Forwarded HNTB, Wei-Jen the info. for the one PYE needed from 1/3/08 thru 10/30/08, on the 200 Working Day Electrical Substation Building Contract (04-014034).
- Requested Richard Suydam-METS to cc his inspection reports to Chris Young for review and filing.
- CCO 10-ISD software was returned from MCM unsigned, with a request to modify the CCO language, Amer to review and concur.
- Attended the weekly MCM/METS Meeting to go over the outstanding issues in getting the WQCP's approved. Discussed the need for MCM to propose a resolution to the production pile welding field issues. (1-3).


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Thursday #372 12-20-2007 --

- Attended to reading weekly METS report form Mohammad Fatemi, talked with Sherif G. regarding OT policy, as well as with Daniel T.
- Filled out the annual home storage permit to be approved by Amer.
- Emailed Wei-Jen, HNTB the tools needed for the consultant staff on the maintenance building job (014034) to assist Ron G. as the field structures rep.
- Attended Amer's weekly staff meeting from 1-2:30.
- Discussed issues with staff, on the OTD1 project with Maged & Richard C. & Chris Young and with Ron G. on the sub-station and with Rich D. on the J job.

Friday #373 12-21-2007 --

- The SWPPP/Safety meeting that was scheduled for today, did not provide adequate notification for staff to arrange to attend. The meeting has been postponed 'til Monday, after the staff meeting.
- Submitted my timesheet for the week.
- Filled out the Individual Development Plan for myself, to go over it with Amer, as he'll be on vacation starting today, until 1/3/08.
- Review PMIV & Lotus Notes.
- Went over my Individual Development Plan with Amer.

Saturday #374 12-22-2007 --

- Refer to staff's field report for activity.

Sunday #375 12-23-2007 --

- No work performed.



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