

SAMPLE FIELD NOTES

GENERAL INSTRUCTIONS

- Field measurement and computations should be carried to one more decimal than is shown on the progress estimate spreadsheet.
- Pencil is acceptable for field notes – but DON'T use RED or BLUE. (The exception: "As-Constructed Plans" must be done in red pencil.)
- Do not fill in page number at top right. This is for FHWA internal use.
- Leave plenty of space on a page to allow for FHWA checks or notations.
- All information at top of page should be filled in by you.
- Also "Computed By" and "Date" should be filled in by you, as applicable.
- Do not erase. If there is an error, line it out or circle it (do not obliterate it) and write the correct information below it, or on a new page.