



# Illinois Department of Transportation

## Memorandum

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To:	Studies and Plans Squads	PPM 60-01
From:	P. R. Engelberth	Revised by: Tim Brandenburg
Subject:	Field Office and Lab	
Date:	September 29, 1976	Revision Date: December 5, 2006

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### **PLAN PREPARATION MEMORANDUM 60-01**

#### **BACKGROUND AND PROCEDURE**

This memorandum revises Plan Preparation Memorandum 76-77.P, Field Office and Lab and supplements Article 670 of the Standard Specifications in providing guidance and consistency in the determination of field office and laboratory usage in contracts. On all design projects, use an Engineer's Field Office, Type A if you have 30 or more working days. Consideration should be given for allowance of a calendar month prior to and after contract start and end date, respectively. Therefore a minimum of 3 calendar months should be used Engineer's Field Office, Type A. No Engineer's field office should be included if less than 30 working days. An Engineer's field laboratory should not be included unless there is extensive earthwork.

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