



Illinois Department of Transportation

To:	Studies & Plans Squads	PPM 60-01
From:	P. R. Engelberth	Revised: Scott Neihart
Subject:	Field Office and Lab	
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PLAN PREPARATION MEMORANDUM 60-01

This memorandum 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 B 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 4 calendar months should be used Engineer's Field Office, Type B. No Engineer's field office should be included if less than 30 working days. An Engineer's Field Laboratory should only be included if the project involves extensive earthwork, and its use is approved by District Materials Engineer

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