



# INDIANA DEPARTMENT OF TRANSPORTATION

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**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

May 03, 2017

## CONSTRUCTION MEMORANDUM 17-09

TO: District Deputy Commissioners  
District Construction Directors  
District Technical Services Directors  
District Area Engineers  
District Project Management Director  
Project Management Director  
District LPA Coordinators  
Project Engineers/Supervisors  
Field Engineers

FROM: John Leckie, Director   
Division of Construction Management and District Support

SUBJECT: Emergency Work Reason Code Addition

The intent of this memo is to inform field personnel of the addition of a new reason code in SiteManager called "**Emergency Work**". This reason code is to be used for any repair work that has been requested to be added to a current contract that requires immediate attention.

The purpose of this reason code is to identify when emergency work has been paid on a contract. By identifying the emergency work through change order, the costs associated with this work can be tracked and therefore not counted against the "On Budget" metrics.

Some examples of emergency work:

- 1) Interstate Pavement has completely failed resulting in closures.
- 2) A bridge beam has been struck by traffic and damaged. That bridge cannot safely handle traffic until the beam has been repaired to open the bridge to traffic.

This work must be approved by FHWA and the District Deputy Commissioner in the district it occurs.

Any questions should be directed to your Construction Management Field Engineer.

JHL/ajp