



Intra-Department Correspondence

Date: _____

TO: Phillip Montoya,
Asset Management, Bureau Chief

From: Project Manager

Subject: **Asset Management Information**
CN _____

Project Termini: _____

Project Scope: _____

Letting Date: _____

Date Open to Traffic: _____ (Pavement and/or Bridge complete month/year)

Typical Section (Pavement): Please pick selection, enter lift thickness

OGFC or ROGFC _____ (Please indicate thickness or NA if there was no OGFC)

<u>Pavement Layer:</u>	<u>Thickness:</u>	Geogrid:	Yes	No
_____	_____ (Inches)			
_____	_____ (Inches)	<u>Basecourse:</u>		<u>Thickness:</u>
_____	_____ (Inches)	_____		_____ (Inches)
_____	_____ (Inches)	<u>Treated Base:</u>		<u>Type:</u>

Alignment (Please choose one)

Other Assets

- Signs
- Guardrails
- Retaining walls
- Signals (need type, number and percent green time and owner/maintainer)