



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the RFMR Log - Signals. The RFMR Log - Signals is used to track all Requests for Material Received on a project. The RFMR Log - Signals tracks the status of all materials inspected, the location of each inspection, critical dates, and the inspecting party. Metra's Project Manager/Construction Manager will track the receipt of all RFMRs.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This log, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the RFMR Log - Signals. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all RFMRs on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the RFIM Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the Third Party Contractor name.
Note 6	Enter the Metra Project Manager/Construction Manager name.
Note 7	Enter the RFMR number. This is a sequential number beginning with 1.(Ex. 1, 2, 3, etc.)
Note 8	Enter the packing slip no.
Note 9	Enter the material description.
Note 10	Enter the location of the inspection.
Note 11	Enter the ship date.
Note 12	Enter the date received.
Note 13	Enter the date inspected.
Note 14	Enter the initials of the individual performing the inspection.
Note 15	Enter any remarks in this column. Enter N/A if there are no remarks.

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