



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Record of Contractor Contact (ROCC) Log. An ROCC is used to document the verbal instructions provided to the Construction Contractor. The ROCC Log is used to track all Records of Contractor Contact on a construction project. Metra's Project Manager/Construction Manager is responsible for maintaining the official version of this log. The ROCC Log tracks all direction or information provided to the Construction Contractor by Metra or the Construction Management Consultant regarding the project cost, schedule, or scope of work as well as the action taken by the Construction Contractor. Metra's Project Manager/Construction Manager will track all ROCCs and their status.

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 ROCC Log. 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 ROCCs on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the ROCC 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.



Instructions

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 ROCC number. This is a sequential number beginning with 1. (Ex. 1, 2, 3, etc.)
Note 8	Enter the date of the ROCC.
Note 9	Enter the name of the person contacted by the ROCC.
Note 10	Enter the name of the author for the ROCC.
Note 11	Enter the subject of the ROCC.
Note 12	Enter the action pending as a result of the ROCC.
Note 13	Enter the date that the pending action is completed.
Note 14	Enter the status of the ROCC (Open/Closed).

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Project Name: [Note 1](#)

Project #: [Note 2](#)

Contract #: [Note 3](#)

Task #: [Note 4](#)

Third Party Contractor: [Note 5](#)

Metra's PM/CM: [Note 6](#)

No.	Date (ROCC)	Contact	Author	Subject	Action Pending	Date (Action Completed)	Open/Closed
Note 7	Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14