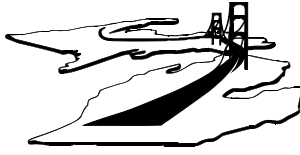


"Bridging the Gap Between  
Research and Practice"



## Michigan's Local Technical Assistance Program

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To: All LTAP Centers

From: Thomas Page, Technical Writing Intern  
Michigan's Local Technical Assistance Program (LTAP)

Date: June 15, 2021

Subject: Inspector's Job Guides and Highway Maintenance Tables

Dear LTAP centers,

Michigan's LTAP would like to offer other LTAP agencies the advantage of bulk pricing by joining us in ordering the *Inspector's Job Guide and Highway Maintenance Tables*.

### What is the Job Guide?

The *Inspector's Job Guide and Highway Maintenance Tables* is a booklet-sized guide detailing the basic duties of inspection for highways and providing quick-reference tables related to highway maintenance work (these summary tables must be supplemented by referencing contract documents, specifications, and other resources).

The job guides, which comprise 18 blue-color pages, covers duties before beginning inspection, safety, uniform color code, concrete curb and gutters, concrete walks and driveways, concrete barriers, plant-mix bituminous paving, concrete paving, base course, truck scale, grading, structures, geotextiles, bituminous surface treatment, storm sewer and culvert pipe installation, seeding and finishing, and wind chill equivalent temperatures.

The highway maintenance tables, which comprise 20 yellow-color pages, list material amounts needed for various road applications, storage capacities by storage method, weights of various materials (both compacted and loose), compacted hot mix, metric conversion factors and area formulas.

The guide is 3¼" x 7" in size with crush-proof spiral binding and laminated pages with round corners.

### Personalizing Yours!

LTAP agencies partaking in this ordering opportunity can customize the front and back covers of their *Inspector's Job Guide and Highway Maintenance Tables*. Michigan LTAP's front cover can be seen at [michiganltap.org/inspectors-job-guide](http://michiganltap.org/inspectors-job-guide). If additional information is needed, contact Chris Codere at [ccodere@mtu.edu](mailto:ccodere@mtu.edu) or (906) 487-2981.

All artwork used on the template must be 600 dpi or better and must be photo-ready. Covers must fit within a 2.85-by-6-inch area, be photo-ready, and be in .pdf or .eps format with a resolution of 600 dpi or better. Covers are printed in black ink on the blue-colored (front) and yellow-colored (back) paper.

### **Job Guide Order Quick Checklist:**

- Custom front and back cover files in .pdf or .eps format

NOTE: All artwork must be photo-ready, 600 dpi, and in black ink only.

- Quantity \_\_\_\_\_

- Version:

\_\_\_\_\_ English

\_\_\_\_\_ English/Metric

- Shipping address (shipping to Alaska is extra)

- Payment information

- Indicate payment by  
Check or Credit Card

- Respond before **October 29, 2021\*** with the above information

### Available Job Guide Versions

1. *Inspector's Job Guide and English Highway Maintenance Tables*: The standard version using English units.
2. *Inspector's Job Guide and Combined English and Metric Highway Maintenance Tables*: This contains the inspector's job guide as described above and the highway maintenance tables using both English and Metric units. The combined English/Metric version is only available **if there is sufficient interest**; an additional price quote will be provided if there is interest.

### Pricing

#### Pricing for English Job Guide and Tables\*

Quantity:	Order Cost:	Per Each
250	\$ 1,175	\$4.70
500	2,225	4.45
1000	4,150	4.15
2000	7,700	3.85
2500	9,125	3.65
3000	10,350	3.45

\* Pricing includes the cost of printing, custom artwork, and shipping. Shipping to Alaska is extra.

If interested, please respond to this email before the end of the day on **October 29, 2021\*** with the following:

- Artwork for custom covers.
- Order quantity: How many copies of the English or English/Metric versions.  
An additional quote for English/Metric will be provided upon request for the English/Metric version.
- Shipping address (shipping to Alaska is extra).
- Payment information: Payment can be made either by check or credit card. Invoices will be sent once the job guide order has been shipped.
- Checks should be made out to:  
LTAP/MTU  
Federal ID # 38 6005955

The full order for all agencies will be placed on **November 2, 2021\***. The order will be shipped directly from the printer to the supplied shipping address. Please allow 4 – 6 weeks for delivery.

\* Fall 2021 printing and order placement dates are proposed dates only. Dates subject to change without notice.