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Continuing Education Course #486  
Entry Level Construction Engineering:  
Project Documentation - Part 2. Quantity Books

1. What is the first reason for keeping track of quantities and the information concerning them?
  - ☐ a. It provides production and yield information so engineers can improve production
  - ☐ b. It gives the engineer a reason to go out in the field to observe operations
  - ☐ c. It substantiates the quantity of work performed for payment
  - ☐ d. It provides historical data for estimating future work .
2. What information can be tracked from the quantity book information?
  - ☐ a. Pay Quantities
  - ☐ b. Material Yield Factors
  - ☐ c. Production Rates
  - ☐ d. All of the above
3. Which method is not a way we should obtain our quantity information?
  - ☐ a. Estimates from the owner's inspection staff
  - ☐ b. Quantities listed on foreman's daily time cards
  - ☐ c. Calculations from contract documents for plan quantities
  - ☐ d. Field measurements by surveyors or engineers
4. Which quantities are more time sensitive than others?
  - ☐ a. Temporary work
  - ☐ b. Buried or other non-exposed work
  - ☐ c. High-Dollar expensive items
  - ☐ d. Both A & B
5. What is often referred to as a "No-Pay" item?
  - ☐ a. Holiday and Vacation time taken from labor
  - ☐ b. Items of work that are not directly paid by owner
  - ☐ c. Work outside the "neat" limits of design
  - ☐ d. Work unapproved by owner and rejected from pay
6. What is a Material Yield Factor?
  - ☐ a. A % manhours used to place materials (ex. TNs per Hour)
  - ☐ b. A % of stop signs vs yield signs for traffic control
  - ☐ c. A % of neat material vs purchased material
  - ☐ d. A % materials in storage vs materials completed in place
7. What could be a factor that affect Production Rates?
  - ☐ a. Weather impacts
  - ☐ b. Improper training for crews

- ☐ c. Problems from the owner
  - ☐ d. All of the above
8. What is the role/responsibility for the estimating department in quantities?
- ☐ a. Compile the original estimate and bid quantities
  - ☐ b. Compile the quantity book and maintain entries
  - ☐ c. Act as support to the project management team with quantity analysis
  - ☐ d. Review Foremen's quantities against their estimate
9. When should foremen claim quantities of work on their time cards?
- ☐ a. Yearly
  - ☐ b. Daily
  - ☐ c. Monthly
  - ☐ d. Weekly
10. Three qualities that generally apply to all project documentation are?
- ☐ a. email, written, oral
  - ☐ b. organized, accurate, and digital
  - ☐ c. neat, organized, and inaccurate
  - ☐ d. neat, organized, and accurate

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