

# "LINES, LEVELS AND LAYOUTS"

This notebook was prepared for a one day workshop on basic measuring techniques for local road personnel. It is intended to provide the basic tools and techniques for workers who perform routine maintenance on local roads. The combination of classroom training and "hands-on" field training should prepare all participants with the basic knowledge to make relatively simple measurements in the field.

This workshop would not be possible without the direct participation of the Institute of Municipal Engineers (I.M.E.) in Maine. This is a division of the Maine Chapter of the American Public Works Association (A.P.W.A.) which provides a local forum for Maine's public works personnel to communicate and share resources. Also, some material was modified from a similar program through the Cornell Local Roads Program.

Some of the important topics covered in this workshop are:

- Measuring Horizontal and Vertical Distances
- Field Books and notetaking
- Applications
- Trenching and Pipelaying
- Handy References
- Conversion Charts