

WORKSHEET #30: TRANSPORTATION, LODGING, AND FOOD

Complete the table while identifying the personnel needed for each essential function, arrangements for their work time, keeping in mind that not all personnel will need to be present at all times.

Area of Responsibility: _____

Essential Function: _____

No. of Personnel	Sleeping	Food	Transportation	Vendor Agreements	Support Services
Example: 10	5 at a time	30 meals/day	Van access for off-time errands	Acme Catering on contract	Offer MH/MR services as needed

This worksheet is from the National Cooperative Highway Research Program (NCHRP) Project