



COLORADO

Department of
Transportation



Weekly Lane Closure Reporting Process

Training Manual



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Training Manual

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Accessing Work Updates

1. From your browser, go to: <https://workupdates.codot.gov>
2. Enter your email address, if you are a new user
3. A new password will be emailed to your email address.

Occupancy Reporting Portal

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CDOT Utility Permit
Occupancy Reporting Portal

We use your email address to determine which reports you will be able to enter. After you submit your email, a password will be sent to your email address allowing you to proceed with your occupancy report. Please save this password as you will need it to login again.

Email address:

Enter your email and click 'Submit' to view/edit or add an Occupancy Report for an existing Utility Permit





Accessing Work Updates

1. Check your email for the password that was sent to you
2. If you cannot locate the email, please check your spam or trash folders

Occupancy Reporting Portal

The screenshot shows the login interface for the Occupancy Reporting Portal. At the top left, there are two logos: a stylized 'C' with a tree and a mountain, and the CDOT logo. To the right, the text reads 'COLORADO Department of Transportation'. Below the logos is a yellow information box with an 'i' icon and the text: 'Enter your password into the 'Password' field below and click the 'Enter' button.' Underneath this is a section titled 'Enter Password' containing a paragraph: 'Please enter the password that was sent to the email address that you entered on the previous page. If you do not see the email in your inbox, please check your trash or spam folders.' At the bottom, there is a 'Password:' label, a text input field, an 'Enter' button, and a 'Forgot Password?' link.

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 Enter your password into the 'Password' field below and click the 'Enter' button.

Enter Password

Please enter the password that was sent to the email address that you entered on the previous page. If you do not see the email in your inbox, please check your trash or spam folders.



Password: [Forgot Password?](#)



Accessing Work Updates

1. Enter the permit number or reference number of the permit
2. You must be authorized to enter work updates, if not, you will receive an error message with the name, email and phone number of the CDOT contact who can provide authorization.

Occupancy Reporting Portal

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Add/Edit Occupancy Report

Please enter the permit number or reference number for which you want to submit an Occupancy Report.

Permit/Reference Number:



Accessing Work Updates



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Permit Information

Permit Number: ██████████

Permittee: Public Service Company of Colorado

Project Description: 1250 Kipling St OH re-com - occupancy only 102463864

Location Description: 0.10 mi south of MM 6

County: Jefferson County

Highway Number: CO 391

CDOT Inspector Email: christopher.laughlin@state.co.us

Current Work Updates

Select	Work Update Name	Start Date	Start MM	Region	Work Description	Last Modified Date
Edit Del	WU-0000020	1/19/2020	6.00	1	1250 Kipling St OH re-com - occupancy only 102463864	Draft 1/15/2020 9:46 AM

[Add New Work Update](#) [Refresh](#) [Close](#)


If you are authorized to submit occupancy reports for this permit, you will be presented with this overview page.

Click 'Edit' to update the work update.



Work Update Detail

Scroll to near the bottom of the Work Update Detail section...




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Save Submit Close

CDOT Weekly Occupancy Report for the Week of: [] Work Update Status: Draft

Highway Type	Highway Number	CDOT Inspector Phone	CDOT Inspector
	CO 391	(303) 916-0463	christopher.laughlin@state.co.us
Both Directions?	County	Mile Post	Region
false	Jefferson County	6.00	1
Location Description			
0.10 mi south of MM 6			
Brief Description			
1250 Kipling St OH re-com - occupancy only 102463864			



Restriction(s)	Available Delays Possible Detour in Place Flagger Operations No Weekend Work Oversize Restriction Pilot Car Operations Speeds Reduced	Chosen
Work Description	1250 Kipling St OH re-com - occupancy only 102463864	

Save Submit Close



Work Detail – Description of work for the week

Begin by selecting your Restrictions, and entering a description of the work taking place **this week**.

RESTRICTIONS:
Delays possible
Detour in Place
Flagger Operations
Pilot Car Operations
No Weekend Work
Speeds Reduced
Temporary signals Used
Traffic Shift
Width Restriction 10 ft.
Width Restriction 11 ft.
Width Restriction 12 ft.
Width Restriction 13 ft.
Width Restriction 14 ft.
Width Restriction 15 ft.

Use arrows to move restrictions to/from "Chosen"

Restriction(s)

Available

- Delays Possible
- Detour in Place
- Flagger Operations
- No Weekend Work
- Oversize Restriction
- Pilot Car Operations
- Speeds Reduced

Chosen

Work Description

1250 Kipling St OH re-com - occupancy only
102463864

Save Submit Close

Example: " Work includes paving, striping and landscaping. Detour posted.



Schedule Detail

Work Detail ID: WU-0000070 Status: Draft

Restriction: Width Restrictions: 12 Ft., 13 Ft., 14 Ft., 15 Ft. Chosen: Speeds Reduced, Temporary Signals Used, Width Restrictions: 10 Ft.

Work Description: Fake info for training presentation

Work Schedules - Enter The work Schedule for Each day of the Week
Week of-10/22/2017

Save Submit Cancel

Add Schedule

Action	Day	Date	Begin Time	End Time	Direction	Both Directions	# of Lanes	Closure Side	Closure Type	Highway Type	Highway	Start MM	End MM	Location Description
--------	-----	------	------------	----------	-----------	-----------------	------------	--------------	--------------	--------------	---------	----------	--------	----------------------

Projects External Page +

Save Submit Cancel

Work Update Detail

Highway Type	Highway Number	Alternative Name	Project Number	Regi
Interstate	I 25		0000	1
Event Sub Type	Direction	Both Direction	County	Start
Road Construction	North	true	Arapahoe County	196.0

Project Location Description
I 25 & Arapahoe Rd Interchange (from Dayton to Greenwood Plaza Dr.)

- After completing the weekly Work Detail portion of the form, click Save.
- At the bottom of the form, click "Add Schedule" to begin entering daily work schedule (lane closures), Save.
- To view full schedule and to collapse Project Information section, click on "Work Update Detail" button at the top, left hand corner of your Work Detail.



Adding Unique Schedule Items

Add Schedule

Action	Day	Date	Begin Time	End Time	Direction	Both Directions	# of Lanes	Closure Side	Closure Type	Highway Type	Highway	Start MM	End MM	Location Description
Delete			--None--	--None--	--None--	<input type="checkbox"/>	Single			--None--	--None--			

Day/Date
of closure
and/
or impact

Direction
(N,S,W,E),
one or both
directions

Closure Type (See "Cheat Sheet" on Pg. 23)
All Lanes Closed
Alt single Lane Closures
Alternating Traffic
Bridge Closed
Center Lane Closed
Center Lanes Closed
Chain Up Station Closure
Express Lanes Closed, etc.

Hwy Type & No.
(If two
highways are
affected,
project must
be cloned for
the other
hwy.)

Milepost nos.
for specific
work zone on
this day, as
opposed to
entire stretch
of work zone

**Location
Description**
(Text Field)
at, near,
between
+
town,
secondary
roadway, or
intersection

Begin entering your daily scheduled closures, and enter, or "Add Schedule" to add more rows.

Will Read: Monday, 10/23/17, 10am-6pm, North and southbound alternating single lane closures on I-25 (mp 205-207) between University and Broadway



Cloning Repeating Closures

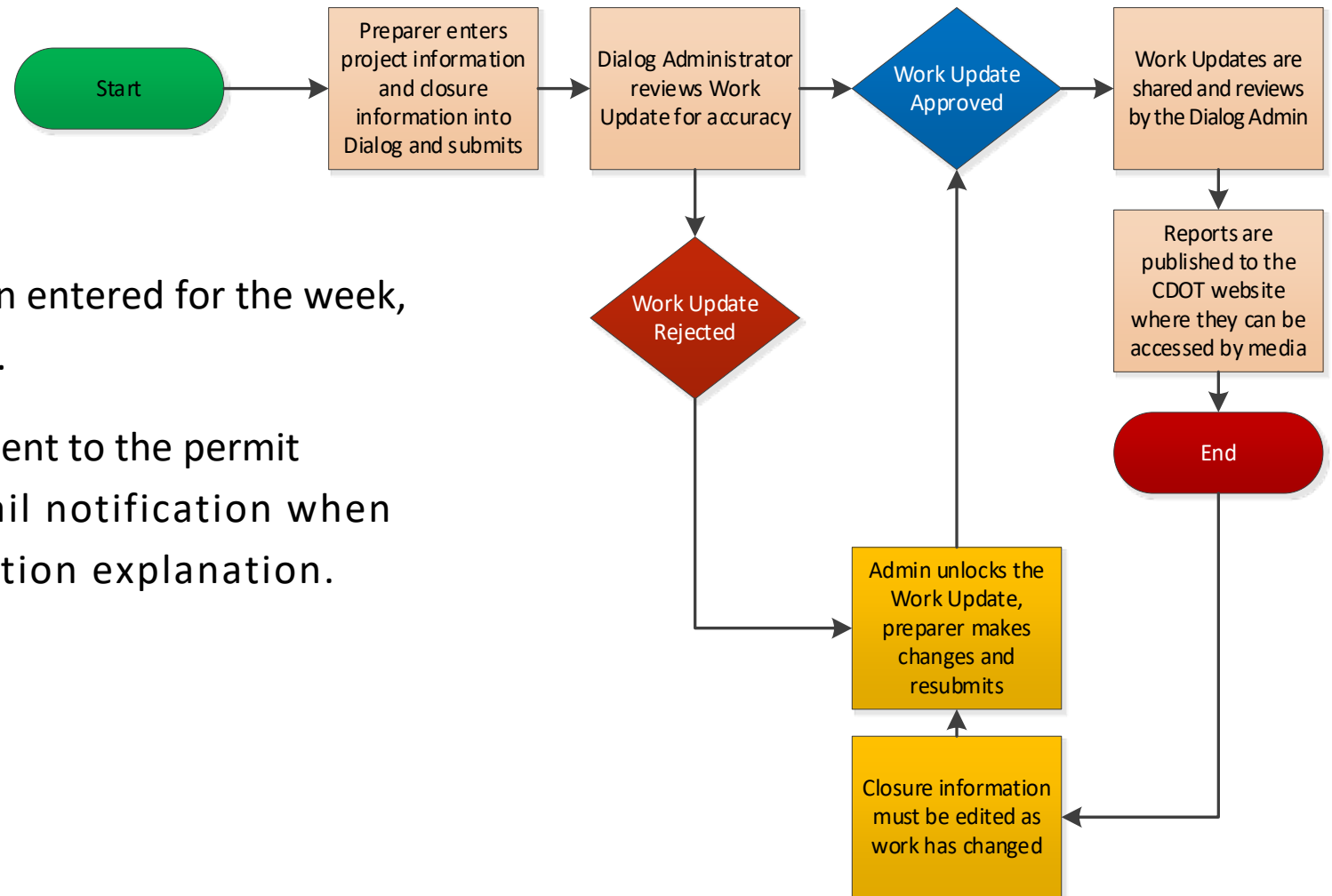
Action	Day	Date	Begin Time	End Time	Direction	Both Directions	# of Lanes	Closure Side	Closure Type	Highway Type	Highway	Start MM	End MM	Location Description
Clone Delete	Sunday	10/22/2017	6:00:00 AM	4:00:00 PM	NB	<input checked="" type="checkbox"/>	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Monday	10/23/2017	6:00:00 AM	4:00:00 PM	NB	<input checked="" type="checkbox"/>	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Tuesday	10/24/2017	6:00:00 AM	4:00:00 PM	NB	<input checked="" type="checkbox"/>	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Wednesday	10/25/2017	6:00:00 AM	4:00:00 PM	NB	<input checked="" type="checkbox"/>	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete	Thursday	10/26/2017	6:00:00 AM	4:00:00 PM	NB	<input checked="" type="checkbox"/>	Single	Alternating Left and Right	Lane Closure(s); Shoulder Closure(s)	Interstate	I 25	197.00	197.20	at Broadway
Clone Delete		10/22/2017	6:00:00 AM	4:00:00 PM	EB	<input checked="" type="checkbox"/>	Single		Off-Ramp Closure(s)	Colorado	CO 177	45	46	at University

Add Schedule			
Action	Day	Date	Begin Time
Clone Delete	Sunday	10/22/2017	6:00:00 AM
Clone Delete	Monday	10/23/2017	6:00:00 AM
Clone Delete	Tuesday	10/24/2017	6:00:00 AM

Note: For repeating lane closures, you can clone one entry multiple times and then assign new dates to them.



Work Update Approval Process




When all individual closures have been entered for the week, press the 'Submit' button on the form.

An approval request is automatically sent to the permit inspector. You will receive an email notification when your report is accepted or a rejection explanation.



Reviewing Work Update

When the report has been accepted, you will see this 'Approved' status.



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Permit Information

Permit Number: 1190260

Permittee: Public Service Company of Colorado

Project Description: 1250 Kipling St OH re-com - occupancy only 102463864

Location Description: 0.10 mi south of MM 6


County: Jefferson County

Highway Number: CO 391

CDOT Inspector Email: christopher.laughlin@state.co.us

Current Work Updates

Select	Work Update Name	Start Date	Start MM	Region	Work Description	Last Modified Date
View	WU-0000020	1/19/2020	6.00	1	1250 Kipling St OH re-com - occupancy only 102463864	Submitted



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Current Work Updates

Select	Work Update Name	Start Date	Start MM	Region	Work Description	Last Modified Date
View	WU-0000020	1/19/2020	6.00	1	1250 Kipling St OH re-com - occupancy only 102463864	Approved

An approval request is sent to the permit inspector. You will receive an email notification when your report is accepted or a rejection explanation asking you to make changes.



What the Customer Sees - CoTrip

The screenshot shows the CoTrip website interface. The top navigation bar includes links for Home, Travel Alerts, Routes, Road Conditions (highlighted), Speeds, Road Work, Truckers, and Snowplows. The main content area displays two side-by-side pop-up windows for "ROAD CONSTRUCTION" on I-25 N at Arapahoe, with details for Sunday, 5/7/2017, including lane closures and times. A right-hand sidebar shows a filter menu for "Highway" with a total of 92 alerts, and lists other alerts such as "STRIPING OPERATIONS" on I-25 N.

ROAD CONSTRUCTION

I-25 N I-25 & Arapahoe
(through December 2017)

Sunday, 5/7/2017
4:00 AM-7:00 AM Southbound Single Right Lane Closure I-25 from milemarker 147 to 145, Near Cimmaron
7:00 PM-10:00 PM Southbound Single Right Lane Closure I-25 milemarker 147 to 145, Near Cimmaron

Monday, 5/8/2017
10:00 PM-5:00 AM Southbound Single Right Lane Closure I-25 milemarker 150 to 147, Near Cimmaron

Wednesday, 5/10/2017
10:00 PM-5:00 AM Southbound Road Closure I-25 milemarker 150 to 147, Near Cimmaron

Saturday, 5/13/2017
11:00 AM-6:00 PM Southbound Off Ramp Closure I-25 milemarker 146, Near Cimmaron
11:00 AM-6:00 PM Westbound Single Right Lane Closure Cimmaron, at I-25

Pavement Work
10 foot restrictions
Project Info: www.cdot.gov, dot_i25arapahoe@state.co.us, (303)333-3333
Click here for full week schedule

Last Updated: 05/12/2017 2:47 PM

ROAD CONSTRUCTION

I-25 N I-25 & Arapahoe
(through December 2017)

Sunday, 5/7/2017
4:00 AM-7:00 AM Southbound Single Right Lane Closure I-25 from milemarker 147 to 145, Near Cimmaron
7:00 PM-10:00 PM Southbound Single Right Lane Closure I-25 milemarker 147 to 145, Near Cimmaron

Pavement Work
10 foot restrictions
Project Info: www.cdot.gov, dot_i25arapahoe@state.co.us, (303)333-3333
Click here for full week schedule

Last Updated: 05/12/2017 2:47 PM

STRIPING OPERATIONS

I-25 N I-25 Northbound / Southbound & Arapahoe Rd.
(through July 2018)

Sunday, 5/7/2017
8:00 PM-5:30 AM Northbound Off Ramp Closure on I-25 from milemarker 196 to 197, Yosemite and Peakwood

Paving
Speed Reduction from 65 MPH to 55 MPH through the



Weekly reports

To generate a report that shows your region's traffic impacts for up to the next two weeks, click on the cone icon at the bottom of CoTrip.

Enter your region and a highway number or county (if you want to be specific), and indicate for which days you would like to see the reported work updates.

Click, "Generate Report".

Construction/Maintenance Report

Regions: Northwest North / Northeast Southwest South / Southeast Denver

Highway: County:

Start: mm/dd/yyyy End: mm/dd/yyyy

[GENERATE REPORT](#) [CLEAR](#)

*Note - Work schedule updates can be made daily. Check back often for the latest updates.

