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| **NORTHWEST REGION FINAL PROJECT CHECKLIST** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT ID:** | | | | **«Controlling\_Project\_ID»** | | **FEDERAL ID:** | | | «Controlling\_Fed\_ID» | | | **CONTRACT ID:** | | | | «Contract\_ID» | |
| **COUNTY:** | «County» | | | | | **HIGHWAY:** | | | «Highway» | | | | | | | | |
| **PROJECT LEADER:** | | | «PE\_Name»,  «PE\_Company» | | | **PROJECT**  **MANAGER:** | | «PM\_Name» | | | | | **PROJECT SUPERVISOR:** | | | | «Supervisor\_Name» |
| **CONTRACTOR:** | | | | | «Contractor\_Name» | | | | | **LETTING DATE:** | | | | «LET\_Date» | | | |
| **PRE-CON DATE:** | | «Precon\_Date» | | | | **PRE-CON TIME:** | «Precon\_Time» | | | | **CONFERENCE HELD AT:** | | | | «Conference\_Held\_At» | | |

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| **This form is to be included in the project field records along with the DT2075 when they are submitted to the Project Manager.** |
| **Finals are to be completed in accordance with Chapter 1 & 2 of the Construction and Materials Manual, plus the following:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item** | | | **Date** | **Initials** |
| 1. | R/W marker post placement | | |  |  |
| 2. | Clean up of R/W areas used by contractor for field offices, equipment, storage, etc. | | |  |  |
| 3. | Project construction signs and posts removal | | |  |  |
| 4. | Stationing & location of all private entrances - *Submit to NWR Operations Engineer* | | |  |  |
| 5. | No Passing Log – *Submit 1 copy to NWR Pavement Marking Coordinator.* | | |  |  |
| 6. | Materials | | |  |  |
|  | **INCLUDING:** (Enter N/A as appropriate) | | |  |  |
|  |  | All QMP Records | |  |  |
|  |  | Certification of Materials (DT1310) - *Complete in MIT & submit to NWR Materials Specialist.* | |  |  |
|  |  | All QMP Pavement Records | |  |  |
|  |  | Contract Refresh after Final Estimate – *Submit to NWR Materials Specialist* | |  |  |
|  |  | Materials Log, Test Reports & Certifications – *Done in AWP* | |  |  |
|  |  | Materials test reports – Submit to Central Office. | |  |  |
| 7. | Finals Records Folder – Should be submitted with Finals boxes. Place in a folder or binder. Do not use zip ties. Documents need to be easily accessible. | | |  |  |
|  | **INCLUDING:** (Enter N/A as appropriate) | | |  |  |
|  |  | | Piling Record (DT1315) – note if it has already been sent electronically to Structures section |  |  |
|  |  | | Explanation of Variation – Complete in AWP & print out |  |  |
|  |  | | Design Quality Index – Complete in AWP & print out |  |  |
|  |  | | Report of Contractor’s Performance – Complete in AWP, print & sign. |  |  |
|  |  | | Project Team Evaluation of Contractor (DT2510) – Found in Pantry – Complete & print. |  |  |
|  |  | | Northwest Region Structure Summary Form *– (if applicable)* *Complete & submit to NWR Bridge Engineer. Copy in Pantry Folder.* |  |  |
|  |  | | Northwest Region Structure Benchmark Location Form – (*if applicable)* *Complete & submit to NWR Survey Coordinator. Copy in Pantry Folder.* |  |  |
|  | **Note:**  Be sure to include all other pertinent information. | | |  |  |
| 8. | As-built plan *- Complete in accordance with Chapter 1.65.13.2 of the Construction and Materials Manual.* | | |  |  |
|  |  | | Submit electronic as-built on cd with final records in accordance with NW Region As-built instructions found in Pantry. |  |  |
|  |  | | Submit hard-copy as-built with changed pages marked in accordance with CMM Chapter 1.65.13.2. |  |  |
|  |  | | Use only **Red** to mark changes on both electronic & hard-copy as-built plan. |  |  |
|  |  | | Submit **clean** (unfolded, torn, etc.) copy with Finals packet. |  |  |
|  |  | | Do not remove structure pages from hard-copy or electronic copy. |  |  |
| 9. | AWP – *Enter, merge & send.* | | |  |  |
|  | **INCLUDING:** (Enter N/A as appropriate) | | |  |  |
|  |  | All Contract Work Completed Date – *Enter in AWP* | |  |  |
|  |  | Open to Traffic Date – *Enter in AWP* | |  |  |
|  |  | Time Charges Stop Date - *Enter in AWP* | |  |  |
|  |  | Contract Refresh after Final Estimate – *Done* *in AWP* | |  |  |
|  |  | Construction Status Change Notice – *Done in AWP* | |  |  |
|  |  | Structure Data - *Entered in AWP (if applicable).*  Warranty Data – *Entered in AWP (if applicable).* | |  |  |
|  |  | End Date for all Traffic Restrictions/Closures – *WisLCS*. | |  |  |
|  |  | Contact Contract Specialist to verify if AWP contract information can be removed from computer. | |  |  |
| 10. | Project Field Records *- Notify PM and Contract Specialist when saved in BOX Finals. Check DT2075 for complete listing of required documents.* | | |  |  |