|  |
| --- |
| **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» |

|  |
| --- |
| **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.* |       |       |