|  |
| --- |
| **NORTHWEST REGION FINAL PROJECT CHECKLIST** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT ID:** |  | **FEDERAL ID:**  |  | **CONTRACT ID:**  |  |
| **COUNTY:**  |  | **HIGHWAY:**  |  |
| **NAME OF ROAD:**  |  |
| **TYPE OF WORK:** |  |
| **PROJECT LEADER:** |  | **PROJECT** **MANAGER:** |  | **PROJECT SUPERVISOR:**  |  |
| **CONTRACTOR:** |  | **LETTING DATE:** |  |
| **PRE-CON DATE:** |  | **PRE-CON TIME:** |  | **CONFERENCE HELD AT:** |  |
| ***This form is to be included in the project field records & use in conjunction 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:*** |
| **Number** | **Item** | **Date** |
| 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 NA 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 FieldManager* |  |
|  | [ ]  | 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 NA as appropriate)* |  |
|  | [ ]  | Piling Record (DT1315) – *Note if it has already been sent electronically to Structures section* |       |
|  | [ ]  | Explanation of Variation – *Complete in FieldManager & print out* |       |
|  | [ ]  | Design Quality Index – *Complete in FIT & print out* |       |
|  | [ ]  | Report of Contractor’s Performance – *Complete in FieldManager, 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 Bench Mark 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 to NW Region As-built instructions found in Pantry. |  |  |
|  | [ ]  | Submit hard-copy as-built with changed pages marked in accordane 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. | Field Manager / FIT Data – *Enter, merge & send.* |       |       |
|  | **INCLUDING:** (Enter NA as appropriate) |  |  |
|  | [ ]  | All Contract Work Completed Date – *Enter in FieldManager* |  |  |
|  | [ ]  | Open to Traffic Date – *Enter in FieldManager* |  |  |
|  | [ ]  | Time Charges Stop Date - *Enter in FieldManager* |  |  |
|  | [ ]  | Contract Refresh after Final Estimate – *Done* *in FieldManager* |  |  |
|  | [ ]  | Construction Status Change Notice – *Done in FieldManager* |  |  |
|  | [ ] [ ]  | Structure Data - *Entered in FIT (if applicable).* Warranty Data – *Entered in FIT (if applicable).* |  |  |
|  | [ ]  | End Date for all Traffic Restrictions / Closures – *WisLCS*. |  |  |
|  | [ ]  | Contact Contract Specialist to verify if FieldManager / FITS contract information can be removed from computer. |  |  |
| 10. | Project Field Records *- Submit to Contract Specialist in Finals Records Box. Check DT2075 for complete listing of required documents.* |       |       |