|  |
| --- |
| **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.* | | | | | | | | | | | | | | | | | | | |  | | |  |