

## 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 - <i>Submit to NWR Operations Engineer</i>	
5	No Passing Log – <i>Submit 1 copy to NWR Pavement Marking Coordinator</i>	
6	Materials <b>INCLUDING:</b> <i>(Enter NA as appropriate)</i> <input type="checkbox"/> All QMP Records <input type="checkbox"/> Certification of Materials (DT1310) - <i>Complete in MIT &amp; submit to NWR Materials Specialist.</i> <input type="checkbox"/> All QMP Pavement Records <input type="checkbox"/> Contract Refresh after Final Estimate – <i>Submit to NWR Materials Specialist</i> <input type="checkbox"/> Materials Log, Test Reports & Certifications – <i>Done in FieldManager</i> <input type="checkbox"/> Materials test reports – <i>Submit to Central Office.</i>	
7	Finals Records Folder – <i>Should be submitted with Finals boxes. Place in a folder or binder. Do not use zip ties. Documents need to be easily accessible.</i> <b>INCLUDING:</b> <i>(Enter NA as appropriate)</i> <input type="checkbox"/> Piling Record (DT1315) – <i>Note if it has already been sent electronically to Structures section</i> <input type="checkbox"/> Explanation of Variation – <i>Complete in FieldManager &amp; print out</i> <input type="checkbox"/> Design Quality Index – <i>Complete in FIT &amp; print out</i> <input type="checkbox"/> Report of Contractor's Performance – <i>Complete in FieldManager, print &amp; sign</i> <input type="checkbox"/> Project Team Evaluation of Contractor (DT2510) – <i>Found in Pantry – Complete &amp; print.</i> <input type="checkbox"/> Northwest Region Structure Summary Form – <i>(if applicable) Complete &amp; submit to NWR Bridge Engineer. Copy in Pantry Folder.</i> <input type="checkbox"/> Northwest Region Structure Bench Mark Location Form – <i>(if applicable) Complete &amp; submit to NWR Survey Coordinator. Copy in Pantry Folder.</i>	
	<b>Note:</b> Be sure to include all other pertinent information.	
8.	As-built plan - <i>Complete in accordance with Chapter 1.65.13.2 of the Construction and Materials Manual.</i> <input type="checkbox"/> Submit electronic as-built on cd with final records in accordance to NW Region As-built instructions found in Pantry. <input type="checkbox"/> Submit hard-copy as-built with changed pages marked in accordance with CMM Chapter 1.65.13.2. <input type="checkbox"/> Use only <b>Red</b> to mark changes on both electronic & hard-copy as-built plan. <input type="checkbox"/> Submit <b>clean</b> (unfolded, torn, etc.) copy with Finals packet. <input type="checkbox"/> Do not remove structure pages from hard-copy or electronic copy.	

9.	<p>Field Manager / FIT Data – <i>Enter, merge &amp; send.</i></p> <p><b>INCLUDING:</b> (Enter NA as appropriate)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All Contract Work Completed Date – <i>Enter in FieldManager</i></li> <li><input type="checkbox"/> Open to Traffic Date – <i>Enter in FieldManager</i></li> <li><input type="checkbox"/> Time Charges Stop Date - <i>Enter in FieldManager</i></li> <li><input type="checkbox"/> Contract Refresh after Final Estimate – <i>Done in FieldManager</i></li> <li><input type="checkbox"/> Construction Status Change Notice – <i>Done in FieldManager</i></li> <li><input type="checkbox"/> Structure Data - <i>Entered in FIT (if applicable).</i></li> <li><input type="checkbox"/> Warranty Data – <i>Entered in FIT (if applicable).</i></li> <li><input type="checkbox"/> End Date for all Traffic Restrictions / Closures – <i>WisLCS.</i></li> <li><input type="checkbox"/> Contact Contract Specialist to verify if FieldManager / FITS contract information can be removed from computer.</li> </ul>		
10.	Project Field Records - <i>Submit to Contract Specialist in Finals Records Box. Check DT2075 for complete listing of required documents.</i>		



# FINAL CONSTRUCTION PROJECT RECORD CHECKLIST

Wisconsin Department of Transportation  
DT2075 1/2018

Project files should include official documents, documentation of all approval actions, documentation that fully supports expenditure of fund, documentation of project decisions, and project correspondence *if applicable*, including but not limited to the following:

- As Built Plan (*electronic & hardcopy*)
- Project Diary (*hardcopy & bound*)
- Item History to Date reports (*hardcopy & bound*)
- IDR Summary & Index
- Estimates (*hardcopy*)
- Contract Proposal
- Contract Modifications
- Explanation of Variation
- Weekly Progress Reports (*Working Day Contracts*)
- Contractors Schedule
- Meeting Notes (*precon, weekly, business, etc.*)
- Correspondence Folder (*email, video, pictures, etc.*)
- Design Quality Index
- Notice to Proceed Letter
- Work Suspension, if applicable
- R/W Commitments
- Request to Sublet
- Erosion Control Implementation Plan
- Report of Contractors Performance
- Project Team Evaluation of Contractor
- Contractor Evaluation of Project Team
- Weekly Site Visit/Meeting Reports
- Piling Records & Driving Data
- Haul Road Logs
- Shop Drawings
- Structure clearances
- Sign Bridge Anchor Rod Record
- Odometer Log/ Locating No Passing Zones
- Tie Sheets for Section Corners
- Property Monument Map
- Enter Production Rates Using Online Tool
- Materials Folder
  - DT1310
  - Soils Report
  - Test Report Record
  - QA/QC Contract Programs
  - Concrete
  - Plant Inspections
  - Scale Checks
  - Delivery Invoices
  - DT2321
- Releases
  - Borrow Pits
  - Waste Sites
  - Stock Pile Sites
  - Haul Roads & Logs
  - Construction permits
  - Shop drawings
- Source Documents:
  - Delivery Tickets
  - Receipts
  - Survey Records
  - Measurements
  - Computations
  - Final yardage sheets
  - Final cross sections
  - CD with Civil 3D for Borrow
  - Buy America Documentation
  - Buy America Certification Form WS 4567
- Backups
  - Email
  - Supporting Documents
  - Pantry
  - FIT
  - Fieldmanager