**FINALS FOLDER**

(Project Label)

* LABELS

(Project template can be found at N:\PDS\Projects\(construction project ID)\Project Labels.docx. Place any remaining labels in the manila folder.)

* PROJECT ADMINISTRATION & FINALS GUIDANCE (Located in Pantry/SE Region/Finals)
* CONTRACT ITEMS REVIEW (DT2076 – Follow the S.E. Region Final Record Preparation and Reviews guidance. Add a project label to the top right corner of the form.)
* FINAL CONSTRUCTION PROJECT RECORD CHECKLIST (DT2075 - Add a project label to bottom right corner. Verify that everything listed/checked is in the project finals boxes.)
* IDR SUMMARY AND INDEX REPORT (FIT)

(Verify quantity placed & quantity paid amounts match)

* EXPLANATION OF VARIATION (FIT)

(Any variation of +/- 5% must include an explanation that makes sense. Items that are paid for by “Each” any variation must include an explanation. This report is not required with projects that process balancing/equalizing contract modifications.)

* REPORT OF CONTRACTOR’S PERFORMANCE(FieldManager)

(Must be signed by both project engineer and supervisor)

* SPECIAL PROVISION

(Highway Work Proposal)

* DESIGN QUALITY INDEX REPORT(DQI)(FIT)

(If more than one project a DQI is needed for each one)

* PROJECT TEAM’S EVALUATION OF THE CONTRACTOR (DT2510 - Located in Pantry/SE Region/Timely Decision Making Folder)