Chip Seal Construction Pre-Work Checklist
PRE-WORK SHEET FOR PROJECT MANAGERS

Use this check list in conjunction with Part IV of the KDOT Construction Manual

☐ 1 Proposal Received?

☐ 2 Review Proposal, highlight important facts. (such as cure time) Know proposal well to be able to find answers quickly.

☐ 3 Review and check quantities for accuracy.

☐ 4 Have any items been noted that need addressed during the pre-con meeting?

☐ 5 Are any pictures needed to be taken for a later date: (i.e. striping, widenings or signing)? (Can also use KGATE to review)

☐ 6 Is the contract on CMS?

☐ 7 Is the contract downloaded on project manager’s laptop?

☐ 8 Print “Contract Materials Report Final” now.

☐ 9 Remove any components to line items on CMS that will not be used on project.

☐ 10 Create All Field Books (Lab, Road, etc.)

☐ 11 Make personnel assignments for job (i.e. Nuke, Lab, Ticket Taker)

☐ 12 Are all Subcontractors approved for this project?

☐ 13 Is oil pre-qualified? What is the Sampling Frequency

☐ Sample size is 1 gallon

☐ 14 Test the aggregate

☐ Every 250 cubic yards unless frequency is changed by District

☐ 15 Station the project.

☐ Every 500, 1000 ft or what is required by your office

☐ 16 Material receipt books for material trucks

☐ Ticket books for truck loads on the job

☐ 17 Has the distributor been certified? If not needs to be certified by District.
☐ 18 Speak with Maintenance and make sure that temporary "Pass with Care" and "Do not Pass" signs are installed before project starts

☐ 19 D.O.T. Form 683 (mix design form) completed at least 4 weeks before project starts notify contractor if mix design requires a change in quantities
☐ Sent to district Engineer for approval

☐ 20 Did you get Traffic Control certifications at Preconstruction Meeting?
☐ Are the signs / stands NCHRP 350 Compliant? Need letter stating this in file.
☐ Check flagger certifications
☐ Discuss wait for pilot car signs and additional flaggers required

☐ 21 Has "Notice to Proceed" been issued?

☐ 22 Form 219 For storm water pollution been filled out and submitted

☐ 23 Notify District Paint Crew for anticipated striping of project
Chip Seal Construction Checklist
“DAILY FIELD DATA”

Use this check list in conjunction with Part IV of the KDOT Construction Manual

Daily Diary Items
☐ 1 Record time contractor began setting up traffic control. Traffic control checked.
☐ 2 Record what time Pilot Car started.
☐ 3 Record reason for NOT charging a working day.
☐ 4 Record what work is being done by contractor or sub-contractor.
☐ 5 Record weather conditions.
☐ 6 Record controlling Item of Work.
☐ 7 Record equipment and Personnel listed.
☐ 8 Record length and cause of delays.
☐ 9 Record disputed items. (Not a place for personal opinions)
☐ 10 Record what time pilot car operations ceased.
☐ 11 Record what time contractor completely off roadway, and open to unrestricted traffic.
☐ 12 Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
☐ 13 Record daily pay quantities for items (Aggregate, oil, tabs)

Daily Field book Items
☐ 14 Record volume of hauling equipment (calibration of loaders bucket and trucks)
☐ 15 Record Pilot Car Checks.
☐ 16 Record spray nozzle check on distributor, make corrections if necessary
☐ 17 Record asphalt rates and temperature in the field book
☐ 18 Record aggregate rates in the field book
☐ 19 Road Width / Laydown Width / After Rolling Width Checked and Recorded.
☐ 20 Record that (7) coverages have been obtained over the aggregate within 15 minutes after placed
☐ 21 Record weight, speed and air pressure in rollers
☐ 22 Record when aggregate retention is unsatisfactory, suspend operations and notify engineer
☐ 23 Broom loose cover material from roadway as soon as asphalt material is cured
☐ 24 Do not open road to unrestricted traffic until brooming activities are completed
☐ 25 Do not seal when there is fog or rain or when the surface is wet
☐ 26 Are the flex tabs being kept clean and spaced according to specs
☐ 27 Make sure tab covers are disposed of properly
☐ 28 Does contractor start asphalt material on strip of building paper (or other approved methods)
☐ 29 Project has liquidated damages record whether damages are Type A or Type B
☐ 30 Compare the amount of oil delivered and used against calculated tack shots to check on calibration of distributor truck.
1. Make sure the project has passed the 30 day evaluation period after completion.

2. Print "Material Report Final" from CMS (both "acceptance" and "non-acceptance" reports).

3. Are all the "Primary Material Codes" correct at this point? If not, it would be best at this point to simply make the incorrect ones a "substitute" instead of trying to correct them completely by transferring materials off and then back.

4. Are all dates entered in CMS? (Work Completed, Acceptance, etc)

5. Have the test reports been written for all the Oil delivered? Did the verification samples pass that were sent in to Topeka?

6. Make any necessary material re-assignments.

7. Prepare deviation report as per "District Policy".

8. All change orders completed, sent to contractor and approved by Director

9. All sample identifications completed (SID's)

10. Final contract material report zeroed

11. Are conversion factors needed? If so, apply the appropriate conversion factors.

12. Does original contract amount plus/minus change order amount equal current contract amount?

13. Final estimate sent to contractor

14. Finals and proper forms sent to District