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

☐ 1 Proposal Received?

☐ 2 Review Proposal, highlight important facts. Know proposal well to be able to find answers quickly.

☐ 3 Review plans and check quantities for accuracy.
   Does the plan recap sheet agree with the contract quantity and type?
   Are there any possible conflicts with Utilities?
   Review and make sure pipe is flowing in the correct direction

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

☐ 5 Is the contract on CMS?

☐ 6 Is the contract downloaded on project manager's laptop?

☐ 7 Print "Contract Materials Report Final" now.

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

☐ 9 Create All Field Books (Lab, Road, etc.)
   Use the documentation manual online

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

☐ 11 Are all Subcontractors approved for this project?

☐ 12 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

☐ 13 Has "Notice to Proceed" been issued?

☐ 14 Check pre-qualified list for pipes

☐ 15 Obtain proper certifications for pipes

☐ 16 Form 219 For storm water pollution been filled out and submitted
Drainage Pipes Checklist
"DAILY FIELD DATA"

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

**Daily Diary Items**

1. Record reason for NOT charging a working day.
2. Record what work is being done by contractor or sub-contractor.
3. Record weather conditions.
4. Record controlling Item of Work.
5. Record equipment and Personnel listed.
6. Record length and cause of delays.
7. Record disputed items. (Not a place for personal opinions)
8. Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
9. Record daily pay quantities for items

**Daily Field book Items**

10. Record condition of pipe before installation, if damaged have replaced or repaired before installation
11. Record lengths and type of pipe installed
12. Record type and quantity of backfill around pipe
13. Record number of sections and their corresponding date for concrete pipe
14. Record ends and their corresponding date for concrete end sections
15. Record any adjustments to the flow line
16. Record any elevations of rock that is encountered, if different from what is on the plans
17. Record pipe is seated and bedded properly

**Miscellaneous Items**

18. Make sure joints are tight and proper connection devices or joint sealant is used
19. Is the bottom of the trench able to support the pipe without settling?
20. Is the flowline established correctly and in the correct direction?
21. Project has liquidated damages record whether damages are Type A or Type B
22. Do the numbers on the pipes match the numbers on the test report.
Drainage Pipes Checklist
"Finaling"

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

☐ 2 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.

☐ 3 Are all dates entered in CMS? (Work Completed, Acceptance, etc)

☐ 4 Have the test reports been written for all the pipes? Did the verification samples pass that were sent in to Topeka?

☐ 5 Make any necessary material re-assignments.

☐ 6 Prepare deviation report as per "District Policy".

☐ 7 All change orders completed, sent to contractor and approved by Director

☐ 8 All sample identifications completed (SID's)

☐ 9 Final contract material report zeroed

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

☐ 11 Final estimate sent to contractor

☐ 12 Finals and proper forms sent to District