

**Drainage Pipes Checklist**  
**PRE-WORK SHEET FOR PROJECT MANAGERS**

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**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"

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**Use this check list 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"

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- 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