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.)

   Use the documentation manual online

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

☐ 12 Are all Subcontractors approved for this project?

☐ 13 Speak with Maintenance and make sure that temporary "Pass with Care" and "Do not Pass" signs are installed before project starts

☐ 14 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 such as 4-way street intersections

   Visit with contractor in regards to how traffic control will be handled on project.

☐ 15 Has "Notice to Proceed" been issued?

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

☐ 17 Review typical sheets and general notes

☐ 18 Review the plan recap sheet to check if it agree with the contract quantity and type.
Traffic Control/Signing/Pavement Marking 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 and record 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 (Sign size, post, and location)
14. Record the beginning of the 180 day observation period.
15. Record reflectivity readings

**Daily Field book Items**

16. Record location and size of sign and type of post
17. Record Pilot Car Checks.
18. If existing signs conflict with construction and are required to be removed and replaced by contractor identify, log and record location before project starts.
19. Record that the contractor has done a 300 foot test strip before striping operations
20. Record that U-Channel steel post stubs for breakaway supports are less than 4-in above ground.
21. Record any adjustments made to sign locations

**Miscellaneous Items**

22. Remove or cover all existing conflicting signs
23. Record any night time review of signs
24. Obtain verification samples for Paint and Beads
25. Project has liquidated damages record whether damages are Type A or Type B
26. Make sure pavement is clean before striping
Traffic Control/Signing/Pavement Marking Checklist
"Finaling"

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

☐ 2 Review project after 180 day cure and make any corrections necessary.

☐ 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? 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.