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 of previous conditions that can be used 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?

☐ 14 Did you get Traffic Control certifications at Preconstruction Meeting and approved Traffic control plan?
   Are the signs / stands NCHRP 350 Compliant? Need letter stating this in file.
   Check flagger certifications
   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.

☐ 19 Have catalog cuts, shop drawings, and mix designs been submitted?

☐ 20 Check on who's responsibility it is to establish electrical service-no statement owner is responsible
Use this checklist in conjunction with Part IV of the KDOT Construction Manual

**Daily Diary Items**

1. Record the approval of the shop drawings, catalog cuts.
2. Record time contractor began setting up traffic control and record traffic control checked.
3. Record what time Pilot Car started.
4. Record reason for NOT charging a working day.
5. Record what work is being done by contractor or sub-contractor.
6. Record weather conditions.
7. Record controlling Item of Work.
8. Record equipment and Personnel listed.
9. Record length and cause of delays.
10. Record disputed items. (Not a place for personal opinions)
11. Record what time pilot car operations ceased or took down traffic control.
12. Record what time contractor completely off roadway, and open to unrestricted traffic.
13. Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
14. Record any lighting items for pay-Most lighting projects are lump sum but the components will be required to be kept track of. (ie concrete, steel, conduit, light poles)

**Daily Field book Items**

15. Record location and size of sign and type of post.
16. Record Pilot Car Checks.
17. Record any adjustments made to post locations.

**Miscellaneous Items**

18. Make arrangements for lab to come to job and visually inspect the condition and conformance requirements before erecting.
19. Project has liquidated damages record whether damages are Type A or Type B.
20. Confirm that poles match approved shop drawings.
21. Mark locations of conduits/wires on the as built.
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? 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. Does original contract amount plus/minus change order amount equal current contract amount?

12. Final estimate sent to contractor

13. Finals and proper forms sent to District