Seeding 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 and Specifications, highlight important facts. Know proposal and Specifications well to answers be able to find quickly and accurately.

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

☐ 4 Is the contract on CMS?

☐ 5 Review materials report, check line items for correct material codes and delete unnecessary items

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

☐ 7 Create All Field Books
   Use the documentation manual online

☐ 8 Make personnel assignments for job

☐ 9 Are all Subcontractors approved for this project?

☐ 10 Has the drill been calibrated
    Recommend using at least a half mile to calibrate the drill

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

☐ 12 If the fertilizer is in bulk do they have a custom blenders license?

☐ 13 Is there a copy of the seed vendors certification and Kansas seed law business registration license from the contractor.

☐ 14 Know the correct seed, mulch and fertilizer rates

☐ 15 Does the contractor agree to measured areas or drill readings with a 5% deduction in area for mulch

☐ 16 Has the area to be seeded been changed?
    Has the new area been measured, if not do so by approved methods
    Notify contractor of changes in quantities
Seeding Construction Checklist
"DAILY FIELD DATA"

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 and site 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

**Fertilizer**

10. Review the fertilizer ticket with weight and blending percentages and make sure there is enough to meet the required rates
11. Record fertilizer placement locations and amounts
12. If permanent seeding into temporary or temporary and permanent seeding at the same time, contact Environmental Services Section to check if adjustments to fertilizer rates are required.

**Seeding**

13. Is the seed bed properly prepared for type of seed required?
14. Has the drill been calibrated before the project?
15. Are the seed sacks tagged correctly with PLS for each seed, % of seed in bags
16. Are the PLS rates on certs what is required by plan? If not adjust the seed rates accordingly
17. Record the amount of seed used with PLS calculations
18. Are correct mixes placed at correct locations (Shoulder, turf mix, etc.)
19. If Wildflower and Tall Drop Seed are required, apply each separately from other seeds due to the depth of required seed placement. Do not mix these with other seeds
20. Record beginning and ending drill readings
21. If a separate culti-packer is not use, use a seed drill with press wheels
22. When seed steep slopes make sure that seed is not sliding to one side of the drill box
23. If temporary seed is established, permanent seed using a no-till drill.
24. If permanent seeding into temporary or temporary and permanent seeding at the same time, contact Environmental Services Section to check if adjustments to seed rates are required.

**Mulch**

25. Record whether permanent or temporary mulch
26. Record mulch received and used
27. Record the bales arrive with tags showing weed free
28. Measure area or use drill readings minus 5% for pay
29. If permanent seeding into temporary, mulch may not be required
Seeding Construction 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 Make any necessary material re-assignments.

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

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

☐ 7 All sample identifications completed (SID's)

☐ 8 Final contract material report zeroed

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

☐ 10 Final estimate sent to contractor

☐ 11 Finals and proper forms sent to District