

EDOC CREW CHECKLIST - With AWP Materials

CONTRACT NO: _____

SELECT ONE:

Mid-Point Review

Final Pickup & Review

FILE ORGANIZATION (* items collected @ pickup)	OFFICE			HQ	COMMENTS
	YES	NO	N/A		
Organize & maintain Contract Files as shown:					
01 - Info Furnished at Start					
02 - General Correspondence*					
03 - Multimedia *					
04 - Claims *					
05 - CO					
06 - FA *					
07: Estimates *					
08 - Daily Record of Scale Weights *					
09 - Survey *					
10 - Agreements					
11 - Contract Compliance					
12 - Miscellaneous *					
13 - Stormwater *					
14 - RFI					
15 - Submittals					
16 - Shop Drawings *					
17 - As-Builts					
01 - 03 & 05 - 06 Materials & Testing (all originals sent in)					
<u>FORCE ACCOUNT</u>	YES	NO	N/A	HQ	COMMENTS
Must have the following for EACH Force Account:					
Completed F.A. sheet (Form 040-008)					
Contractor's Equipment Listing (Form 040-033)					
Printed page from Equipment Watch for each piece of equipment.					
Completed Fringe Benefit Statement.					
Completed Force Account Recap.					
<u>LETTERS OF AUTHORIZATION</u>	YES	NO	N/A	HQ	COMMENTS
Original LOAs and justifications are filed in Division 7 in Contract Files.					
<u>LIQUIDATED DAMAGES</u>	YES	NO	N/A	HQ	COMMENTS
Oil Damages are listed on the appropriate LD Form and failing test reports are attached to the LD worksheet.					
All other damages including backup are filed in Division 7 of the Contract Files.					
<u>CALCULATION SHEETS</u>	YES	NO	N/A	HQ	COMMENTS
Cross-reference each calc sheet to the DWR date.					
Cross-reference the DWR date to the calc sheet.					
Each DWR/calc sheet has all required information for measurement.					
Save all calc sheets to Division 7 with correct naming convention.					
<u>COMPUTERIZED TICKETS</u>	YES	NO	N/A	HQ	COMMENTS
Moistures are done on base course aggregate.					
All required information is placed on the tickets.					
Stations match load sheets.					
Stations include line designation, left, right or centerline.					
Waste (incl. "0") is recorded.					
Last ticket of the day scanned and saved to 08.					

<u>E-LOAD SHEETS & RECORDS OF DELIVERY</u>	YES	NO	N/A	HQ	COMMENTS
Beginning & ending station on each sheet.					
If there is a line change, an equation is provided.					
Time recorded every 5th load.					
Inspector and checker initials on each page.					
Waste (incl "0") is recorded.					
Explanation for all waste other than 0.					
Stations include line designation, left, right or centerline.					
Stations match stations in DWR postings.					
Record TICKET numbers only (No load numbers).					

<u>CERTS & B/Ls</u>	YES	NO	N/A	HQ	COMMENTS
All B/Ls have certs.					
A completed B/L calc worksheet for all mix designs.					
Ensure enough B/Ls to cover what was used.					
Only the B/Ls are filed in Division 8 of the Contract Files.					

<u>MISCELLANEOUS</u>	YES	NO	N/A	HQ	COMMENTS
All duplicate correspondence has been removed.					
NDOT or Contractor's Stakeout Data (e-file, file or book).*					
Two sets of As-Builts (1 set to HQ; 1 set to District).*					
Final Payroll Letter (Date sent).*					
Confidential Past Performance Ratings (Date sent).*					
Final Sampling and Testing Status Report (Date sent).*					
Guardrail Inventory (Date sent).*					
Material Usage Report (Date sent).*					
Safety Inspection Checklist Form 040-028*					
District Acceptance (Date sent).*					

*** Required to be submitted prior to the completion of final pickup.**

Make sure to cc: HQ Construction on all items that have the original going to another department

All of the above items have been checked and verified, and documentation is in accordance with the NDOT *Documentation Manual*.

Resident Engineer: _____

Date: _____

Construction Division / HQ Comments

Reviewed By: _____

Date: _____

RE Comments

Reviewed By: _____

Date: _____

District Comments

Reviewed By: _____

Date: _____