

# FINAL CONSTRUCTION CHECKLIST

## Instructions:

NC Region is in the process of going digital. The expectation is that all files will be submitted electronically via BOX, with originals submitted in the project's physical finals box. Some items will no longer require a paper copy to be submitted.

Save all items in the project file's appropriate BOX folders. If multiple project IDs, items should be saved in the lowest project ID file folder

NCR-Projects-*State/Local*>Construction>Project ID>Finals>Folders

All original items are to be turned in with the project's physical finals box

Reminder: LPA – Local Public Agency: Provide necessary copies to the agency.

## Key:

\*Indicates an if applicable items:  Check box and provide date

➤ Indicates items to be distributed by the Contracts Specialist

Item required before final acceptance can be made, and final estimate can be approved

[Complete form](#) and save in BOX under the project file's FINALS, Review Forms folder (NCR-Projects-*State/Local*>Construction>Project ID>Finals>ReviewForms)

Notify Contracts Specialist

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<b>DOCUMENT</b>	<b>DATE</b>
Received contractor's required releases (Borrow pits, waste sites, stockpile sites, and haul roads) .....	_____
➤ DQI – One for each project.....	_____
<input type="checkbox"/> LOCAL PROJECT: Copy sent to LPA.....	_____
Temporary construction directional signs installed by businesses have been removed by the businesses .....	_____
<input type="checkbox"/> Partial Acceptance Letter* .....	_____
Applicable personnel contacted for the Final Punch List walk through:	
Project Manager .....	_____
Maintenance.....	_____
Structures .....	_____
Ancillary Structures.....	_____
Local Municipality .....	_____
Contractor .....	_____
Punch List given to contractor by Project Engineer .....	_____
Report of production items completed <a href="http://wisdot-productivity.engr.wisc.edu/">http://wisdot-productivity.engr.wisc.edu/</a> .....	_____
MRS (Materials Reporting System Data): (QMP Concrete Structure and/or pavement for Incentive / Disincentive)	
Entered by Contractor.....	_____
Approved by Project Engineer .....	_____
Post-Construction TMP Evaluation sent to Design PM with request to closeout TMP.....	_____
Explanation of Variations for items that vary ± 5% or more .....	_____
<input type="checkbox"/> LOCAL PROJECT: Copy sent to LPA* .....	_____
➤ Region office review of project records .....	_____
➤ Disposition of Exceptions from Regional Office Review completed .....	_____
➤ Report of Contractor's Performance for Prime and Subcontractors .....	_____
➤ Project Teams' Evaluation of the Contractor (DT2510 Prime only).....	_____

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- **Region Survey:**

- Location of Elevation of Bridge Benchmarks\* ..... \_\_\_\_\_
- Verify the Right-of-Way points are monumented on new right-of-way, PLE's, TLE's, and construction easements after construction Document on the "As Staked R/W Documentation" spreadsheet in the gray box\* ..... \_\_\_\_\_
- Tie sheets for perpetuated section corners\* ..... \_\_\_\_\_
- Property monument location map\* (When Research and Locate Existing Property Monuments SPV.0105.xx is used) ..... \_\_\_\_\_

- **Original CO Bridge**

- **Box Link Region Ancillary Structures:**

- Accepted design drawing for design/build retaining wall/noise wall\* ..... \_\_\_\_\_
- Accepted design drawing for sign bridge\* ..... \_\_\_\_\_
- Sign Bridge Anchor Rod Record\* ..... \_\_\_\_\_
- Ancillary Structures Pre-Installation Verification Test of High Strength Bolts\* (DT2322)..... \_\_\_\_\_

- **Original CO Bridge**

- **Box Link Region Structures:**

- Pile Driving Data\* (DT1924)..... \_\_\_\_\_
- Piling Record\* (DT1315)..... \_\_\_\_\_
- Bridge Vertical Clearance Worksheet\*..... \_\_\_\_\_
- Sign Bridge Vertical Clearance Worksheet\* (Sign Structure or Traffic Signal Monotube) ..... \_\_\_\_\_
- Elastomeric Expansion Device Installation Data Sheet\* ..... \_\_\_\_\_

- **BPD Chief**

- Beamguard/Guardrail Post Data\* ..... \_\_\_\_\_

- **Region Transportation Planner by January 1st**

- Curb Ramp Compliance\* ..... \_\_\_\_\_

- **Region Pavement Marking & CO Pavement Marking**

- Odometer Log for Locating No Passing Zones\* ..... \_\_\_\_\_

Notification sent to SPO Maintenance Contact of temporary erosion control items (silt fence, erosion bales, etc.) remaining, and anticipated removal date for county forces\* .... \_\_\_\_\_

# FINAL CONSTRUCTION CHECKLIST

- As-Built Plans: PDF file created in Adobe Acrobat Professional with changes in red submitted to the WisDOT BOX site. Send the Records Coordinator an e-mail stating that you have submitted your as-built plan file. .... 

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- Structure plans per CMM 1-65.14.1\* ..... 

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- PDF file created in Adobe Acrobat Professional with changes in red sent to the maintainer of the highway if it is other than WisDOT\* ..... 

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- Local Project: Copy sent to LPA\* ..... 

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- Semi-final estimate sent to the contractor by the Contracts Specialist per request of the Project Engineer ..... 

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- Semi-final estimate returned from contractor ..... 

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- Subcontractor's Final Payment and Retainage Certified received ..... 

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- WPDES General Permit Notice of Termination Date\* ..... 

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- Payroll Clear Date entered by Contract Compliance Specialist ..... 

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- Final Acceptance Letter sent to the contractor by the Contracts Specialist per request of the Project Engineer and approval of Project Manager ..... 

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- Completion Certificate sent to the contractor by the Contracts Specialist per request of the Project Engineer and approval of Project Manager ..... 

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