FINAL CONSTRUCTION PROJECT RECORD CHECKLIST

Wisconsin Department of Transportation

DT2075 02/2023

* All project files utilize a consistent Box folder structure: [Statewide Box Construction Folder Guidance](https://app.box.com/s/mgs0ywaenwctrtuvnqatlg6drq2el7t9)
* XXXXXXXX is the lowest project ID with no dashes

Save this DT2075 checklist in Finals\Reports folder in Box as XXXXXXXX\_DT2075.doc.

Project files should include official documents, documentation of project decisions and all approval actions, documentation that fully supports expenditure of fund, documentation of project decision, and project correspondence, if applicable, including but not limited to the following:

**AASHTOWare Project (AWP) Records**

|  |  |  |
| --- | --- | --- |
| **Report** | **Box Location** | **File Name** |
| Daily Diary Report (All diaries) | Finals\Reports | XXXXXXXX\_Diary.pdf |
| Item History to Date Report (All items) | Finals\Reports | XXXXXXXX\_IHTD.pdf |
| Payment Estimate for Contractor (All payment est.) | ItemSourceDocs\EstimateStockpile | XXXXXXXX\_EstX.pdf |
| Change Order Report (All change orders) | ChangeMgmt\ChangeOrderCMJ\Executed | XXXXXXXX\_ExecutedCCOX.pdf, XXXXXXXX\_SignedCMJX.pdf |
| Explanation of Variation Report | Finals\Reports | XXXXXXXX\_EOV.pdf |
| Project Payment Report xls | Finals\Reports | XXXXXXXX\_PPR.xls |
| Weekly Report of Time Charges (Working day contracts) | Finals\Reports | XXXXXXXX\_TimeChargesYYMMDD.pdf |
| Contract Project Design Evaluation Report(s) (DQIs) | Finals\Reports | XXXXXXXX\_DQI.pdf |
| Contractor Evaluation(s) | Finals\Reports | XXXXXXXX\_ContractorEval-*Name*.pdf |
| Utility Conflict Report(s) | ContrOps\Utilities | XXXXXXXX\_UCR.pdf |
| Stockpile Summary Report(s) | ItemSourceDocs\EstimateStockpile | XXXXXXXX\_StockpileX.pdf |

**Source Documentation**

|  |  |  |
| --- | --- | --- |
| **Report/Documents** | **Box Location** | **File Name** |
| Spreadsheets | ItemSourceDocs\Spreadsheets | Name by Bid Item # or Contract Line # |
| Tickets | ItemSourceDocs\Tickets | Name by Bid Item # or Contract Line # |
| CADDFiles | ItemSourceDocs\CADDFiles | Recommend to name by topic |

**Materials**

|  |  |  |
| --- | --- | --- |
| **Reports/Documents** | **Box Location** | **File Name** |
| Project Materials Records | Finals\MaterialsFinals\ProjectMaterialRecords | Recommend to name by topic |
| Material Archives | Finals\MaterialsFinals\MaterialArchives | Recommend to name by topic |
| DT1310 | Finals\MaterialsFinals\DT1310 | XXXXXXXX\_DT1310.pdf XXXXXXXX\_DT4567.pdf |

**Other Records, Documents and Processes**

|  |  |  |
| --- | --- | --- |
| **Report** | **Box Location** | **File Name** |
| As Built Plan | Plan\Asbuilt | XXXXXXXX\_Asbuilt.pdf XXXXXXXX\_AsbuiltStructure.pdf |
| Contractors Schedule | Schedule | Recommend to name by date or topic |
| Meeting Minutes (precon, weekly progress, etc.) | Meeting | Recommend to name by date or topic |
| Correspondence (email, letters, etc.) | ProjectMgmt\ContractCorr | XXXXXXXX\_Emails.pdf, XXXXXXXX\_NTP.pdf, XXXXXXXX\_AwardLetter.pdf, XXXXXXXX\_Punchlist.pdf, etc. |
| Request to Sublet | ProjectMgmt\Compliance\Sublets | XXXXXXXX\_Sublets.pdf |
| Erosion Control Implementation Plan | Environmental\StormwaterEC\ECIP | XXXXXXXX\_ECIP.pdf |
| Photo and videos | SiteDocumentation | Recommend to name by date or topic |
| Haul Road Logs | SiteDocumentation | XXXXXXXX\_*Routename*BeforeXXXXXXXX*\_Routename*After |
| WPDES General Permit Notice of Termination (If applicable) | Environmental\StormwaterEC | XXXXXXXX\_NOT.pdf |
| Coordinate with PM to finalize Traffic Management Plan (TMP) | | |
| Enter Production Rates Using Online Tool ([wisdot-productivity (wisc.edu))](http://wisdot-productivity.engr.wisc.edu/home) | | |

Verify all applicable forms and spreadsheets have been submitted

<https://awpkb.dot.wi.gov/Content/constr/Pantry/StatewideForms.htm>

Frequently used forms:

Yes / NA

Piling Record (DT1315) & Pile Driving Data (DT1924)

Field Welding Inspection Checklist (DT2320)

Contractor Field Welding Plan (DT2337)

Pavement Marking Daily Reports (DT2130/2131)

High Strength Steel Anchor Rod Installation (DT2321)

High Strength Bolts (DT2114 and DT2322)

Odometer Log / Locating No Passing Zones (DT2124)

High Strength Steel Anchor Rod Installation (DT2321)

Structure Clearance Form(s)

Survey documents (Benchmark, Tie Sheets for Section Corners, As Staked R/W, etc.)

Curb Ramp Compliance Post Construction Report(s)

Guardrail Post Sampling Data Form