

This appendix contains the checklist used by the Washington State Department of Transportation (WSDOT) during site visits to ensure grantees' compliance with the requirements related to grant funding. Reviewing the checklist will provide an overview of the questions that will be asked, a basis for determining which staff members should be present, and the materials needed to participate in the meeting. Review the example checklist prior to the site visit.

Regional Mobility Grants Final Site Inspection Checklist

# Final Site Inspection Visit Regional Mobility Grants Program

*This form is for the final site inspection visit for Regional Mobility Grant construction projects, fulfilling the final milestone ("Site inspection visit by WSDOT") required in Exhibit I, Section III of the Regional Mobility Grant agreement, and is a required part of the Regional Mobility Grant closeout process.*

## I. Project Information

<b>Title and GCB#:</b>		<b>Biennium:</b>	
<b>Grantee:</b>			
<b>Project Manager:</b>			
<b>Scope of work summary:</b> (from Exhibit I, Section II of agreement)			
<b>Site location:</b>			
<b>Additional Notes:</b>			

## II. Site Visit Information

<b>Date of visit:</b>	
<b>Visit conducted by:</b>	
<b>Grantee representatives present for visit:</b> (name & title)	

## III. Site Inspection Checklist

1.	Have the tasks specified in the scope of work been fulfilled? (Y/N)
	Notes/comments:

2.	Is the facility currently in-use/open to the public? (Y/N)
	Other comments:
3.	When did the facility become operationally or fully complete? (mm/yy)
4.	What, if any punch-list items still need to be completed?
5.	When will outstanding punch list items be completed?

**Pictures**

**Google Earth Images** (if needed/desirable, to show project location)