



Contract Number	Contract Title		
Review Date	Contract Amount	Start Date	Reviewed By
Project Engineer		% Complete	Federal Aid Number

Preconstruction Information (1-05.1)	Yes	No		Yes	No
Minutes or notes from preconstruction communications kept in project files.			Fringe benefits paid		
			Statement of compliance is signed		
Traffic Control (1-10.2) [1-10.2]			Employee Interviews on Federal Aid Projects (1-07.9) [1-07.9]		
Contractor has adopted TCP			On file for the prime contractor		
Contractor has designated TCS			On file for each subcontractor over 30%		
Change Orders (1-04.4) [1-04.4]			DBE On-Site Reviews (1-07.11(2)) Special Provisions		
Verbal approval received to begin work before change order is executed			Condition of award DBE subs on job		
Change order executed before work starts			Reviews completed and submitted to OEO		
Change Order is executed before payment is made			Training (1-07.11(2)) Special Provisions		
Force Account (1-09.6) [1-09.6]			Training program submitted for approval prior to start of work		
Labor list is provided, is current & is monitored			Training program is approved		
Materials costs evidence by vendor invoices or contractor affidavits			Trainees submitted for approval		
Daily FA sheet signed by inspector & contractor			"Good Faith Effort" documentation provided if non protected group used		
Subcontractor/service markups correctly applied			Materials Documentation (Chapter 9) [1-06]		
Subcontracting (1-08.1) [1.08.1]			Record of materials is current		
Requests to sublet approved prior to starting work			Materials approved before use		
Required Federal Aid Provision Certification recieved prior to starting work			Manufacturers certifications recieved		
Progress Schedule (1-08.3) [1-08.3]			Acceptance sampling and testing frequencies reflect quantities used		
Preliminary progress schedule received			Certificate of materials origin recieved		
Provided as required by the contract			Diary Records (10-3.6)		
Approved by the project engineer			Project diary kept current, entries signed		
Schedule maintained with updates			IDR's are maintained and are complete		
Weekly Statement of Working Days complete			Project Ledger (10-4)		
State Wage Compliance - Statement of Intent to Pay Prevailing Wages (1-07.9(5)) [1-07.9(5)]			Each entry clearly references a source document		
On file for prime contractor and each subcontractor			Item checks (Procedures)		
Received prior to first payment for each subcontractors work			Item Quantity Tickets		
Federal Wage Compliance - Certified Payrolls for Prime and Each Subcontractor (1-07.9(5)) [1-07.9(5)]			Scaleman Daily Report		
First payrolls checked and initialed			Scale Certification		
All other payrolls checked 10%			Truck measure		
Check for the following items			Delivery tickets		
Contract #, Payroll #, Payroll period			Other		
Labor classifications are noted correct			Environmental Issues [1-07.15(1) & 8-01.3(1)B]		
Minimum prevailing wages are met or exceeded			Erosion and sedimentation control (ESC) lead is identified		
Overtime is shown separately			ESC lead certification valid for term of contract		
Travel Pay is shown separately			Spill prevention, control, and countermeasures plan reviewed prior to construction		
Proof of apprentice registration			Temporary water pollution / erosion control plan reviewed prior to construction		
NO employee address or SSN shown			Are Environmental As-Builts Required		
Remarks (Use back for remarks)					

Remarks

Remarks cont.
