

# RESIDENT CHECKLIST

---

## GETTING STARTED ON YOUR PROJECT

- GET THE CONTRACT LOADED INTO FIELDMANAGER FOR YOU AND FIELDBOOK FOR INSPECTION PERSONNEL – (GUY BERTHIAUME)
- DETERMINE WHETHER YOUR PROJECT IS STATE OR FEDERALLY FUNDED
- OBTAIN A COPY OF THE ENGINEER’S ESTIMATE – (PROGRAM)
- DETERMINE WHETHER OR NOT THERE ARE ANY MUNICIPALITY OR OTHER 3RD PARTY AGREEMENTS (and who is responsible for inspection and documentation)
- CIVIL RIGHTS POSTER CHECKLIST COMPLETE – PRIOR TO ANY WORK ON PROJECT
- SUBCONTRACTOR APPROVALS ON FILE (ELECTRONICALLY) – PRIOR TO ANY WORK ON PROJECT – (JEAN TUKEY)
- DBE UTILIZATION FORM ON FILE (PRINT OUT CUFs) – (SHERRY TOMPKINS)
- SEND IN CARS 511 FORM TO RADIO ROOM
- FILL OUT AND POST EMERGENCY PHONE NUMBERS, ALSO SEND TO RADIO ROOM
- LOG INTO ELATIONS AND VERIFY PROJECT IS LISTED – (SONYA EVERETT)
- PIN UP PAYROLL TRACKING SHEET
- PAYROLL INTERVIEWS (for every contractor on the project for 5 days or more, accumulatively in any 90 day period, 2 interviews every 90 days are required)
- LOCATE TESTING MINIMUMS – KEEP ON FILE – CALL AND LINE UP MATERIALS TESTER
- SET UP BOOKS AND/OR FOLDERS
- BECOME FAMILIAR WITH YOUR PAY ITEMS – READ RELATED SPECIFICATIONS
- SCHEDULE PRE-CONSTRUCTION MEETING

## PRIOR TO POSTING ITEMS FOR PAYMENT

- NOTES OF ITEM INSPECTED AND ACCEPTED ARE IN IDR/DIARY
- “BUY AMERICA” – MUST BE SUBMITTED BY CONTRACTOR (may be found on Bill of Lading)
- MATERIAL CERTS – CHECK MINIMUMS FOR REQUIRED CERTS
- USE “REMARKS” AREA IN IDR POSTING TO REFER TO NOTES/COMMENTS/DOCUMENTATION/FQCB TO JUSTIFY PAYMENT
- PAY FOR 403 – HMA ITEMS IN THE SAME WEEK AS PLACEMENT TO APPLY ESCALATOR (SEE SECTION 108.4.1 IN THE STANDARD SPECIFICATIONS BOOK)**

## CLOSING OUT YOUR PROJECT

- DON’T FORGET 403 & 502 INCENTIVE/DISINCENTIVES (GENERATE CONT. MOD)
- ENSURE PAYROLLS ARE COMPLETE AND INTERVIEWS ARE SCANNED INTO ELATIONS
- FIND “CHECKER” TO CHECK, SIGN, DATE **IHTD**, CONST. BOOK, COMPS, ETC. (RED PENCIL)
- SEND “COMPLETION OF PHYSICAL WORK NOTIFICATION” LETTER (TO MDOT, FINAL PAYMENT E-MAIL ADDRESS AND CONTRACTOR)
- PRINT OUT **IHTD** BY PROP. LINE ONCE ALL POSTINGS HAVE BEEN MADE
- COMPLETE;
  - TIME CHARGE REPORT
  - ROW ENCROACHMENT LETTER
  - CONTRACTOR EVALUATION (Requires Construction Manager’s signature prior to sending to Contractor)
  - AS-BUILT PLANS
  - BRIDGE COMPLETION REPORT (IF REQUIRED)
- WORK ON PROJECT FILES FOR SUBMITTAL TO CONTRACTS SECTION
- CALL CONTRACTS TO SCHEDULE APPOINTMENT FOR CLOSEOUT