



**Checklist for Final Construction Record for
SiteManager Contracts**

Contract No: _____

District: _____

*PE/S = Project Engineer/Supervisor, DO = District Office, CO = Central Office
(For each item, at each office level, enter "Y" for yes or "NA" for Not Applicable)*

Checklist Items		PE/S	DO	CO
1.	Pre-construction conference minutes have been entered or attached as a Construction Conference in SiteManager.			
2.	All extra work and force account work has been completed and documented. There are no draft or pending Change Orders.			
3.	All pay item quantities in SiteManager have been reconciled with documented original field measurements and calculations.			
4.	All pay item quantity and material record quantity discrepancies have been resolved. There are no estimate discrepancies.			
5.	The following Key Date entries have been completed in SiteManager (* indicates entry required for all contracts).			
a.	*First Day of Work - The date that the Contractor first utilizes equipment or personnel on the jobsite. (SS 108.03)			
b.	*Substantial Completion - The date when the construction of a project is sufficiently completed in accordance with the plans and specifications, as modified by any approved change orders, so that it can be used for its intended purpose. (SS 101.59)			
c.	*All Contract Work Complete - All original pay items, permanent erosion control and adjusted work with change orders completed before the Contract Completion Date except sign removal.			
d.	*Pre-final Inspection - The date that the Pre-final inspection is performed on the contract. (SS 105.15)			
e.	*Punch List Items Completed - The date of when the punch list items were completed. (SS 108.09)			
f.	Sod Maintenance Expired - If there is sod, the date that the sod maintenance expired. (SS 621.10)			
g.	Failed Material Replaced - The date that failed material has been replaced, if applicable. (SS 105.03)			
h.	*Final Inspection - The date that the final inspection is performed on the contract. (SS 105.15)			
i.	Release of Signing Responsibility - The date that is stated in the Release from Signing Responsibility (IC-686) letter, sent to the contractor to remove temp traffic control devices and/or signs from the project. (SS 108.09)			



Checklist Items		PE/S	DO	CO
k.	Construction Signs and Temporary Traffic Control Devices Removed - The date that temporary traffic control devices and/or signs are removed from the project. This date is normally the last day of work. (SS 108.09)			
l.	* Last Day of Work - The date that the Contractor leaves the worksite permanently. This date is the day temporary traffic control devices and/or signs are removed from the project. (SS 105.15)			
m.	* Final Acceptance - The date the Contractor is relieved of maintenance in accordance with Spec 107.18 and as stated in the final acceptance letter. This date shall not be prior to the date of the final inspection or the date of last work. If the contract requires a Rule 5 permit – Notice of Termination (NOT) and is the final step, then the Final Acceptance date shall be the same date that the NOT letter accepts the project.. (SS 105.15)	NA		
n.	* PE/S Contract Review is Complete - The date that the PE/S finished the FCR and has turned it in to District Final Review. This date matches the PE/S signature date at the end of the Checklist for Final Construction Record for SiteManager Contracts (IC-699)			
o.	* District Contract Final Review is Complete - The date that District Review is finished checking the FCR. This date matches the District Review Officer's signature date at the end of the Checklist for Final Construction Record for SiteManager Contracts (IC-699).	NA		
p.	* Central Office Contract Final Review is Complete - The date that Central Office is complete with the contract.	NA	NA	
6.	The following Checklist Event Date entries have been completed in SiteManager as applicable.			
a.	Suspension of Work (SS 104.02)			
b.	Work Resumed (SS 104.02)			
c.	Partial Acceptance (SS 105.15)			
7.	The following Milestone Date entries have been completed in Site Manager as applicable and Dates match the IC-632.			
a.	Intermediate Completion Dates (SS 108.08)			
b.	Closure Periods (SS 108.08)			
8.	Pavement as-built data has been entered in Pavement Structural Design Data in Site Manager as applicable.			



	Checklist Items	PE/S	DO	CO
9.	The following documents are included with the Final Construction Record as applicable (* indicates document required for all contracts).			
a.	Final Construction Record Index (INDEX)*			
b.	Checklist for Final Construction Record (IC-699)*			
c.	Notice to Proceed (IC-607)*			
d.	Signature Affidavit (IC-113)*			
e.	Project Personnel Record (IC-608)*			
f.	Final Inspection and Recommendation for Acceptance (IC-639)*			
g.	Final Acceptance Letter (SS 105.15)*	NA		
h.	Completion Date and Liquidated Damages Data (IC-632)*			
i.	Comparison of Original and Final Quantity Amounts by PLN (IC-642)*			
j.	Comparison of Original and Final Quantity Amounts by CLN (IC-642)*			
k.	Certification of Category 1 and 2 Temporary Traffic Control Devices			
l.	Approved Pile Driving Chart (APPILE)			
m.	Pile Driving Report (IC-225)			
n.	Buy America Certification(s) (SS 106.01(c))			
o.	Salvage Construction Material Record (IC-625)			
p.	Asbestos Exclusion Letter (SS 106.11)			
q.	Warranty Bond for Permanent Seeding (SS 621.12)			
r.	Final Description and Elevation of Bench Marks (State Form 3031)			
s.	Bridge Measurement Report (M-232A or State Form 24317)			
t.	Agreement to Use Plan Quantity as Basis of Payment (IC-675)			



	Checklist Items	PE/S	DO	CO
u.	Railroad Release of Contractor Letter or Railroad 15 Day Notification Letter			
v.	Property Release (IC-149)			
w.	Release from Signing Responsibility (IC-686)			
x.	Notice of Termination (NOT or State Form 51514)			
y.	Request for Approval of Borrow or Disposal Site (IC-203)			
z.	Material Certification Letter	NA		
aa.	Signed Contract Proposal Book*	NA		
bb.	DBE Utilization Letter (DBE-3)	NA	NA	
cc.	Field books, original field notes, and calculations including electronic data storage devices such as compact disks, etc.	NA	NA	
dd.	Weigh tickets			NA
ee.	As-built plans			NA
ff.	Final cross-sections & earthwork calculations			NA
gg.	List of items with pay quantities generated using software other than Site Manager			NA
hh.	Traffic Control Device Weekly Reports			NA
ii.	Contractor's and Subcontractor's Weekly payroll reports*			NA
jj.	Commitments Report			NA
11.	All liens against the contractor have been resolved.	NA	NA	
12.	Notify EOD of DBE Utilization requirements.	NA		NA
13.	Final Estimate has been generated and approved.	NA		



INDIANA DEPARTMENT OF TRANSPORTATION

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Remarks (attach additional sheets as needed)

PE/S – Submit the Final Construction Record to the District Construction Office and notify the Office that the PE/S final review is complete.

PE/S Name: _____

Signature _____ Date Submitted: _____

District – Submit the Final Construction Record to Central Office Final Review. Notify Central Office that the District final review is complete.

District Final Review Officer's Name _____

Signature _____ Date Submitted _____

Central Office – Complete the Final Construction Record Checklist and attach a copy of the completed checklist to the Correspondence Log in Site Manager.

Central Office Final Review Officer's Name _____

Signature _____ Date Completed _____