

Final Plans Checklist

NOTE: This checklist is intended to be used as a tool in the preparation of final plans; it is not mandatory that every line listed be submitted with final plans. Personnel noted as being responsible for various items may differ between offices.

Contract ID #:

Job No.:

On Call Job Order Contracts:

Estimate Item Detail (part of the final estimate)	Clerk	SiteManager	QRG Example
List of Reported Quantities or Pay Books	inspector	Cognos/pay books	Example
Contract & Line Item Adjustment Documentation (if any)	RE or inspector	Cognos/Word/SM	Example
Change Order to “zero” out any lines	RE or inspector	Cognos	QRG

General Contracts:

List of Reported Quantities or Pay Books	inspector	Cognos/pay books	Example
Change Order that serves as the final	Inspector	SM/Cognos	QRG
Asphalt Roadway Reports	inspector	Excel	Example
Documentation Records (if needed)	inspector	Word	Example
DWR remarks for Contract	Inspector	Cognos/diaries	Example
Order Records (if needed)	inspector	Word	Example
Force Account Documentation (if needed)	inspector	Excel	1 day multiple days
Waste Disposal Agreement	inspector	Word	Example
Borrow Agreement	Inspector	Word	Example
Quality Management Documentation Checked	inspector		
CUF Verification	inspector		Verify Here
DBE Verification (letter submitted by contractor, then letter by RE)	contractor/RE	Word	Example
Contract & Line Item Adjustment Documentation (if any)	RE or inspector	Cognos/Word/SM	Example
Project Data Ready for Materials Summary Key Date	RE or inspector		
Materials Summary Completed	materials	SM/Cognos	
Time Adjustment Change Order (if any)	RE	SiteManager	QRG
Liquidated Damages Letter	RE	Word	Example
Final Estimate – including Estimate Item Detail	RE	SiteManager	ORG Example
Final Inspection Key Date	RE	SM/Word	QRG
Contractor's Evaluation Form	RE		Find form here
C-242 Form	contractor	Word	Example
Final Summary Training Report	Clerk	Word	Example
Trainee Letter for each Trainee	Clerk	Word	Example
Final Plans Certification	Clerk	Word	Example Checklist
Final Acceptance	Clerk	Word	Example Checklist
Sign Inspection Cost	chem lab to RE	Word	Example
Bridge Clearance Report (if needed)	Inspector	Word	Example
404 Corps Compliance Permit – (if needed)	RE		Example
Semi-final (C-236)	RE	Word	Example
Final Acceptance Letter	RE/Clerk	Word	Example
Prevailing Wage Affidavits	contractor/RE	Original Needed	Example
ADA Post Construction Checklist (Send a copy or link to it in eProjects to the District ADA Specialist)	Contractor	Word	Form

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Plan Sheets:

- Plan sheets are **not** required for: seal coats, surface leveling, pavement repair contracts, or job order contracts
- Title Sheet
 - Final Plans Stamp
 - Remove “proposed”
 - Adjust Index to represent included plan sheets
 - RE disclaimer stamp
- 2A Sheet
 - Is no longer required
- 2AA Sheets
 - Only required when the project has one or more mainline concrete paving segments that exceed one-half mile in length
- **2B Sheets are not required, but** if any information on these sheets that may be beneficial to end users can be updated and left in the final plans please follow the following guidelines:
 - Cross out pay items not used
 - And information not updated needs removed
 - Any sheet not updated needs removed
- Bridge Sheets
 - Update bridge excavation quantities
 - Update as built pile data
 - Indicate if the constructed approach slab was Asphalt or Concrete
- Update these sheets and include in final plans:
 - Plan and profile sheets
 - Signal sheets
 - Lighting sheets
 - Culvert section sheets
- These sheets are optional to update and include in final plans:
 - Permanent signing sheets
- Do not include these sheets in final plans:
 - Traffic control plans
 - Sediment and erosion control plans
 - Cross sections (XS)
 - Any revision made that included generation of new XS can be used as supporting data for change orders, but should not be included with final plans
- Other Information:
 - Signature block showing who prepared and checked plans is no longer required on plans
 - Rounding of quantities to the accuracy in the specifications is not required
 - Check marks are no longer required
 - All Final Plans sheets should be submitted electronically