CHECK LIST FOR THE FINAL PICKUP FOR CONTRACT NO: _____

FIELD BOOKS	YES	NO	N/A	HEADQUARTER'S COMMENTS
Title page complete	____	____	____	_____
Index page complete	____	____	____	_____
Initial key complete	____	____	____	_____
Book bottoms are numbered sequentially	____	____	____	_____
Bottom and Title page of a book has 1 of 2 (etc.), if there is more than one book with the same title	____	____	____	_____
Book is recapped	____	____	____	_____
Initials of who checked and transferred quantities	____	____	____	_____
Explanation and initials for zero balances	____	____	____	_____
All zero balances are recapped	____	____	____	_____
There are no ditto marks or lines with arrows	____	____	____	_____
Pages are totaled by AEB numbers	____	____	____	_____
Each entry has an AEB number	____	____	____	_____
Each entry has a complete date	____	____	____	_____
Each entry has an Inspector's initials	____	____	____	_____
Calculations are done if required	____	____	____	_____
Calculations are checked and initialed	____	____	____	_____
Each entry is paid to significant figures	____	____	____	_____
Stations show left, right, or centerline	____	____	____	_____
Field Lab books are setup properly	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

SCALE or COMPUTERIZED TICKETS				
Moistures are done on base course aggregate	____	____	____	_____
All required info is placed on the tickets	____	____	____	_____
Stations match load book	____	____	____	_____
Stations show left, right, or centerline	____	____	____	_____
Waste or "0" waste is shown	____	____	____	_____
Tickets in order according to the spreadsheet	____	____	____	_____
40-load sheets must have totals every 10th load	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

LOAD BOOKS	YES	NO	N/A	HEADQUARTER'S COMMENTS
Title page complete	____	____	____	_____
Index page complete	____	____	____	_____
Book bottoms are numbered sequentially	____	____	____	_____
Bottom and Title page of a book has 1 of 2 (etc.), if there is more then one book with the same title	____	____	____	_____
Beginning and ending stations on each page	____	____	____	_____
If the line changes an equation is required	____	____	____	_____
Time is recorded every fifth load	____	____	____	_____
Inspector and checker's initials on each page	____	____	____	_____
Waste or "0" waste is circled in red	____	____	____	_____
Stations match the stations on the scale tickets	____	____	____	_____
Stations show left, right, or centerline	____	____	____	_____
Ticket numbers are used not load numbers	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

FORMS				
Forms are done in blue or black ink (excluding scale sheets)	____	____	____	_____
Have all the required signatures	____	____	____	_____
Show AEB numbers	____	____	____	_____
Each AEB listed must be totaled separately	____	____	____	_____
Have totals	____	____	____	_____
Have the checker's initials or signature	____	____	____	_____
Only one type of equipment per form	____	____	____	_____
A detailed location for each flagger	____	____	____	_____
A reason for the flaggers	____	____	____	_____
Dates on forms match dates on spreadsheets	____	____	____	_____
All spreadsheets have final totals	____	____	____	_____
Tickets in order according to the spreadsheet	____	____	____	_____
Lump sum sheets equal 100% for each LS item	____	____	____	_____
All B/L's have certs	____	____	____	_____
There are enough B/L's to cover what was use	____	____	____	_____
Only the B/L's are filed in Division 12 of the contract files	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

LETTERS OF AUTHORIZATION	YES	NO	N/A	HEADQUARTER'S COMMENTS
The original lump sum sheet and all backup is attached to the original L.O.A.	____	____	____	_____
All copies are removed	____	____	____	_____
L.O.A. must be filed according to AEB numbers	____	____	____	_____
The total dollar amount and percent is correct and the percent is to the correct significant figure	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

FORCE ACCOUNT				
Must have the following for each Force Account:				
Completed F.A. sheet (Form No. 040-008)	____	____	____	_____
Contractor's Equipment listing (Form No. 040-033)	____	____	____	_____
Equipment Recap sheet (Form No. 040-040) or Equipment Watch Recap sheet (Form No. 040-040)	____	____	____	_____
Fringe Benefit Statement	____	____	____	_____
Force Account Recap	____	____	____	_____
All invoices	____	____	____	_____
All originals are sent to Headquarters Construction as soon as completed and a copy is place in Division 6 of the contract files	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

LIQUIDATED DAMAGES				
Oil Damages must be listed on the appropriate Liquidated Damages Form and failing test reports must be attached to the LD form	____	____	____	_____
All other damages must have some form of backup and be filed in Division 7 of the contract files	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

CALCULATION BOOK	YES	NO	N/A	HEADQUARTER'S COMMENTS
Title page complete	____	____	____	_____
Index page complete	____	____	____	_____
Initial key complete	____	____	____	_____
Each page is cross-referenced to the field book	____	____	____	_____
The books are cross-referenced to the calc page	____	____	____	_____
Each page has all the required information	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

MISCELLANEOUS				
All paper clips removed and items stapled	____	____	____	_____
All duplicate correspondence have been removed	____	____	____	_____
All copies of mix designs, JMF, change orders, L.O.A.s, Contract Compliance items, and shop drawings have been removed	____	____	____	_____
Contractor's Stakeout Data*	____	____	____	_____
Two sets of As-Builts *	____	____	____	_____
Final Payroll Letter *	____	____	____	_____
Confidential Past Performance Ratings *	____	____	____	_____
Acceptance Test Summary Sheet *	____	____	____	_____
Material Deposit Usage Report *	____	____	____	_____
Guardrail Inventory *	____	____	____	_____
Safety Inspection Checklist (Form No. 040-028)*	____	____	____	_____
Acceptance Testing Frequency Report (Form 040-075)*	____	____	____	_____
Letter of Explanation	____	____	____	_____
District Acceptance	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____
_____	____	____	____	_____

*Items that must be submitted prior to the completion of final pickup. **Make sure to copy Headquarters Construction on all items which have the original going to another department.**

All the above items have been checked and verified and documentation is in accordance with the Documentation Manual.

Resident Engineer:_____ Date:_____

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