

**Chip Seal Construction Pre-Work Checklist**  
**PRE-WORK SHEET FOR PROJECT MANAGERS**

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**Use this check list in conjunction with Part IV of the KDOT Construction Manual**

- 1 Proposal Received?
- 2 Review Proposal, highlight important facts. (such as cure time) Know proposal well to be able to find answers quickly.
- 3 Review and check quantities for accuracy.
- 4 Have any items been noted that need addressed during the pre-con meeting?
- 5 Are any pictures needed to be taken for a later date: (i.e. striping, widenings or signing)?  
(Can also use KGATE to review)
- 6 Is the contract on CMS?
- 7 Is the contract downloaded on project manager's laptop?
- 8 Print "Contract Materials Report Final" now.
- 9 Remove any components to line items on CMS that will not be used on project.
- 10 Create All Field Books (Lab, Road, etc.)  
Use the documentation manual online
- 11 Make personnel assignments for job (i.e. Nuke, Lab, Ticket Taker)
- 12 Are all Subcontractors approved for this project?
- 13 Is oil pre-qualified? What is the Sampling Frequency
  - Sample size is 1 gallon
- 14 Test the aggregate
  - Every 250 cubic yards unless frequency is changed by District
- 15 Station the project.
  - Every 500, 1000 ft or what is required by your office
- 16 Material receipt books for material trucks
  - Ticket books for truck loads on the job
- 17 Has the distributor been certified? If not needs to be certified by District.

- 18 Speak with Maintenance and make sure that temporary "Pass with Care" and "Do not Pass" signs are installed before project starts
  
- 19 D.O.T. Form 683 (mix design form) completed at least 4 weeks before project starts notify contractor if mix design requires a change in quantities
  - Sent to district Engineer for approval
  
- 20 Did you get Traffic Control certifications at Preconstruction Meeting?
  - Are the signs / stands NCHRP 350 Compliant? Need letter stating this in file.
  - Check flagger certifications
  - Discuss wait for pilot car signs and additional flaggers required
  
- 21 Has "Notice to Proceed" been issued?
  
- 22 Form 219 For storm water pollution been filled out and submitted
  
- 23 Notify District Paint Crew for anticipated striping of project

# Chip Seal Construction Checklist

## "DAILY FIELD DATA"

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Use this check list in conjunction with Part IV of the KDOT Construction Manual

### Daily Diary Items

- 1 Record time contractor began setting up traffic control. Traffic control checked.
- 2 Record what time Pilot Car started.
- 3 Record reason for **NOT** charging a working day.
- 4 Record what work is being done by contractor or sub-contractor.
- 5 Record weather conditions.
- 6 Record controlling Item of Work.
- 7 Record equipment and Personnel listed.
- 8 Record length and cause of delays.
- 9 Record disputed items. (Not a place for personal opinions)
- 10 Record what time pilot car operations ceased.
- 11 Record what time contractor completely off roadway, and open to unrestricted traffic.
- 12 Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
- 13 Record daily pay quantities for items (Aggregate, oil, tabs)

### Daily Field book Items

- 14 Record volume of hauling equipment (calibration of loaders bucket and trucks)
- 15 Record Pilot Car Checks.
- 16 Record spray nozzle check on distributor, make corrections if necessary
- 17 Record asphalt rates and temperature in the field book
- 18 Record aggregate rates in the field book
- 19 Road Width / Laydown Width / After Rolling Width Checked and Recorded.
- 20 Record that (7) coverages have been obtained over the aggregate within 15 minutes after placed
- 21 Record weight, speed and air pressure in rollers
- 22 Record when aggregate retention is unsatisfactory, suspend operations and notify engineer
- 23 Broom loose cover material from roadway as soon as asphalt material is cured
- 24 Do not open road to unrestricted traffic until brooming activities are completed
- 25 Do not seal when there is fog or rain or when the surface is wet
- 26 Are the flex tabs being kept clean and spaced according to specs
- 27 Make sure tab covers are disposed of properly
- 28 Does contractor start asphalt material on strip of building paper (or other approved methods)
- 29 Project has liquidated damages record whether damages are Type A or Type B
- 30 Compare the amount of oil delivered and used against calculated tack shots to check on calibration of distributor truck.

## HMA Construction Checklist "Finaling"

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- 1 Make sure the project has passed the 30 day evaluation period after completion.
- 2 Print "Material Report Final" from CMS (both "acceptance" and "non-acceptance" reports).
- 3 Are all the "Primary Material Codes" correct at this point. If not, it would be best at this point to simply make the incorrect ones a "substitute" instead of trying to correct them completely by transferring materials off and then back.
- 4 Are all dates entered in CMS? (Work Completed, Acceptance, etc)
- 5 Have the test reports been written for all the Oil delivered? Did the verification samples pass that were sent in to Topeka?
- 6 Make any necessary material re-assignments.
- 7 Prepare deviation report as per "District Policy".
- 8 All change orders completed, sent to contractor and approved by Director
- 9 All sample identifications completed (SID's)
- 10 Final contract material report zeroed
- 11 Are conversion factors needed? If so, apply the appropriate conversion factors.
- 12 Does original contract amount plus/minus change order amount equal current contract amount?
- 13 Final estimate sent to contractor
- 14 Finals and proper forms sent to District