

Lighting Checklist
PRE-WORK SHEET FOR PROJECT MANAGERS

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 of previous conditions that can be used 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?
- 14 Did you get Traffic Control certifications at Preconstruction Meeting and approved Traffic control plan?
 - Are the signs / stands NCHRP 350 Compliant? Need letter stating this in file.
 - Check flagger certifications
 - Visit with contractor in regards to how traffic control will be handled on project.
- 15 Has "Notice to Proceed" been issued?
- 16 Form 219 For storm water pollution been filled out and submitted
- 17 Review typical sheets and general notes
- 18 Review the plan recap sheet to check if it agree with the contract quantity and type.
- 19 Have catalog cuts, shop drawings, and mix designs been submitted?
- 20 Check on who's responsibility it is to establish electrical service-no statement owner is responsible

Lighting Checklist "DAILY FIELD DATA"

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Daily Diary Items

- 1 Record the approval of the shop drawings, catalog cuts
- 2 Record time contractor began setting up traffic control and record traffic control checked.
- 3 Record what time Pilot Car started.
- 4 Record reason for **NOT** charging a working day.
- 5 Record what work is being done by contractor or sub-contractor.
- 6 Record weather conditions.
- 7 Record controlling Item of Work.
- 8 Record equipment and Personnel listed.
- 9 Record length and cause of delays.
- 10 Record disputed items. (Not a place for personal opinions)
- 11 Record what time pilot car operations ceased or took down traffic control
- 12 Record what time contractor completely off roadway, and open to unrestricted traffic.
- 13 Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
- 14 Record any lighting items for pay-Most lighting projects are lump sum but the components will be required to be kept track of. (ie concrete, steel, conduit, light poles)

Daily Field book Items

- 15 Record location and size of sign and type of post
- 16 Record Pilot Car Checks.
- 17 Record any adjustments made to post locations

Miscellaneous Items

- 18 Make arrangements for lab to come to job and visually inspect the condition and conformance requirements before erecting
- 19 Project has liquidated damages record whether damages are Type A or Type B
- 20 Confirm that poles match approved shop drawings
- 21 Mark locations of conduits/wires on the as built.

Lighting Checklist "Finaling"

- 1 Print "Material Report Final" from CMS (both "acceptance" and "non-acceptance" reports).
- 2 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.
- 3 Are all dates entered in CMS? (Work Completed, Acceptance, etc)
- 4 Have the test reports been written? Did the verification samples pass that were sent in to Topeka?
- 5 Make any necessary material re-assignments.
- 6 Prepare deviation report as per "District Policy".
- 7 All change orders completed, sent to contractor and approved by Director
- 8 All sample identifications completed (SID's)
- 9 Final contract material report zeroed
- 10 Are conversion factors needed? If so, apply the appropriate conversion factors.
- 11 Does original contract amount plus/minus change order amount equal current contract amount?
- 12 Final estimate sent to contractor
- 13 Finals and proper forms sent to District