

<b>Project Name:</b> _____	<b>Project Number:</b> _____
<b>Crew Leader:</b> _____	<b>CFLHD Project Manager:</b> _____
<b>Delphi Account No.</b> _____	

<b>S1 FHWA FIELD SURVEY CHECKLIST</b> <small>“INITIAL” in block or indicate “N/A” to indicate those elements reviewed</small>	INITIALS/DATE	
	ORIGINATOR	CHECKER
<b>Pre-Project Planning</b>		
Call Agency contact (± one week) before arriving at project site. Advise them of the proposed schedule. Discuss any special concerns or instructions they may have in regards to the proposed schedule and/or work.		
Review SOW and supporting documents, discuss project with crew.		
Arrange to have vehicles and trailers moved.		
Make motel, office trailer space reservations, arrange for phone line to office trailer.		
Notify office/mailroom of moving dates.		
Verify “Report of Transfer and/or Assignment” paperwork has been started.		
<b>Project Reconnaissance</b>		
Meet with Agency contact or representative, review project with them, request copies of any utility and /or boundary information, maps or deeds.		
Contact adjacent landowners; obtain permission to enter their property, request copies of any utility and/or boundary information, maps or deeds.		
Recon project site with the Agency contact or representative and field crew.		
Identify all areas of potential safety and traffic control concerns, discuss with Agency contact or representative and field crew.		
Note any areas of special concern to the design process.		
Recover all horizontal and vertical control points required for the project. Verify that control points are stable and usable.		
Review SOW with Project Engineer/Designer; advise them of concerns and potential problems that have come up during your recon of the site.		
Formulate a “Plan of Attack” for the project, review with the crew, and ask for suggestions.		
Start Weekly and Final Reports.		
<b>Project Control</b>		
Identify areas requiring additional control points, wing points and etc.		
Set all additional control and wing points (if required), panel required points.		
Take digital photos of project site, any problem areas, control points and vicinity.		
Establish horizontal and vertical control points and required panel points, as required, per CFLHD specifications.		
Identify visible utilities, marked buried utilities and any signs or indication of buried utilities to be located.		
Identify all aliquot corners and property corners to be located.		
Review control files and upload into data collectors.		

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<b>Project Data Collection</b>		
Fill GPS Observation Log and field book.		
At each set-up, measure and record the HI of the instrument, HT of the prisms at the backsight and foresight targets, and the prism on the range pole, or the GPS base station and the rover antenna, even when using fixed height tripods and poles. Ensure that atmospheric corrections are entered into the instrument for the elevation and conditions at the site.		
Measure (and record data) to the backsight and at least one other primary control point. Verify that measurement meet CFLHD specifications.		
Begin collecting data as outlined by the SOW. Collect all data in a logical manner, insuring that all required data is collected.		
Collect data using proper file names, feature codes, naming conventions and breaklines.		
Re-measure (and record data) to the backsight and at least one other primary control point. Verify that primary control points still meet CFLHD specifications.		
Download data files nightly, review and correct all errors.		
Fill out Weekly Reports.		
<b>Project QA/QC Field Review</b>		
Upon completion of a site or segment, combine the daily files, check for crossing breaklines, create a TIN and contour lines, insert symbology and review map for errors.		
Combine all segments, review breaklines, re-run TIN and contour lines and review map for errors.		
<b>Project Summary</b>		
Review Weekly Reports, complete Final Report. Prepare a tabular listing of all files and a brief description of their contents.		
Organize project electronic files, hardcopy field notes, maps miscellaneous notes.		
Complete Travel Vouchers for this project, verify that all bills, invoices and charges are paid or arranged for payment.		
Transfer all required electronic files to the L:\SURVEY\STATE\PROJECT\SURVEY\THE PROPER FOLDER, Burn a backup CD or DVD and mail with hard copies to the office.		