Project Name:		Project Number:	
Consultant:		CFLHD Project Manager:	
Task Order No.:		Checker:	_Date:
Originator:	_Date: _		

S1 A/E FIELD SURVEY CHECKLIST	INITIALS/DATE	
"INITIAL" in block or indicate "N/A" to indicate those elements reviewed	ORIGINATOR	CHECKER
Pre-Project Planning		
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.		
Project Reconnaissance		
Meet with the 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.		
Project Control		
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.		

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Project Data Collection		
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.		
Project QA/QC Field Review		
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, contour lines, and review map for errors.		
Project Summary  Organize project electronic files, hardcopy field notes, maps miscellaneous notes. Prepare a tabular listing of all files to be submitted including details of the contents of each file.  Complete Final Report.		
Transfer all required electronic files to CFLHD on CD or DVD.		
Transfer an required electronic files to el Erib on eb of byb.		
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