

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

<b>S1 - SURVEY &amp; MAPPING CHECKLIST</b> <small>“INITIAL” in block or indicate “N/A” to indicate those elements reviewed</small>	INITIALS/DATE	
	ORIGINATOR	CHECKER
<b>FIELD SURVEY</b>		
<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.		
<b>PLANNING AND PREPARATION FOR AERIAL MAPPING</b>		
Aerial Photo limits determined		
Scale of map determined		
Coordinate with hydraulics &/or other sections if they have needs in the area		
DOQQ & DRG obtained and geo-referenced		
Flight line (dgn) file created		
Flight lines cover requested area in correct photo scale		
Proposed control locations shown		
Determine time frame to fly aerial		
Request bids from three aerial companies		
Prepare Purchase Request and supporting documents		
Obtain check photo set and confirm compliance with aerial photography specifications		
Field surveyor annotates control photos		

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Obtain final control listing from survey		
Scan photography for soft copy		
Obtain mapping limits from designer on photo index		
Prepare and manage task order or schedule photogrammetry in-house		
If work is contracted, send pertinent materials to contractor		
<b>AERIAL MAPPING FILE/S</b>		
<b><u>2D Map file name:</u></b>		
Correct naming convention used		
FHWA seed file used		
Global origin and working units correct		
Requested area covered by final map per specifications		
Control annotated per control photos		
Symbology correctly portrayed (line style, line weight, color, level text size) per specifications		
Grid ticks and values		
Planimetric features and text		
Drainage features and text		
Vegetation and text		
Geological features and text		
Obscured area/s and text		
Spot elevations and text		
Buildings, structures, fences, signs, walls, etc		
Control points, Cadastral lines and text		
<b><u>2D Contour file name:</u></b>		
Correct naming convention used		
FHWA seed file used		
Global origin and working units correct		
No out of place spikes or holes appear		
Contour interval correct per specifications		
Symbology correctly portrayed (line style, line weight, color, level text size) per specifications		
Index contours and depressions		
Index contour lines blocked out for values		
Correct text size and style used		
Intermediate contours and depressions		
<b><u>2D Utility file name:</u></b>		
Correct naming convention used		
FHWA seed file used		
Global origin and working units correct		
Requested area covered by final utl per specifications		

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Symbology correctly portrayed (line style, line weight, color, level text size) per specifications		
Electrical lines		
Gas, Oil Steam, Chemical lines		
Communication, CATV lines		
Water lines		
Sewer and Storm Drain lines		
Reclaimed water, Irrigation, Slurry lines		
<b>3D DTM file name:</b>		
Correct naming convention used		
FHWA seed file used		
Global origin and working units correct		
Requested area covered by final dtm per specifications		
Symbology correctly portrayed (line style, line weight, color, level text size) per specifications		
Break lines		
Ground shots		
Obscurities & Voids		
<b>ORTHOPHOTO MOSAIC</b>		
<b>File Name/s:</b>		
Proper file format used		
Desired Area covered		
Background color is correct		
Pixel size is correct		
Outline area of survey on quad sheet and send to field		
Coordinate with hydraulics &/or other sections for other needs		
<b>FIELD TOPO MAPPING FILE/S</b>		
<b>2D Map and gpk file names (from field):</b>		
Requested area covered in		
Correct naming convention used		
Correct Pcodes used		
Correct SMD used		
Chain editing complete		
Point editing complete		
Generic points and/or lines commented		
Runs in gpk commented		
<b>Final 2D Map file name:</b>		
Correct naming convention used		
FHWA seed file used		

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Global origin and working units correct		
Control annotated per control photos		
Control Sheet added to map file		
Field data added to previously mapped areas when applicable		
Symbology correctly portrayed (line style, line weight, color, level text size) per specifications:		
Grid ticks and values		
Planimetric features and text		
Drainage features and text		
Vegetation		
Geological features		
Obscured area/s		
Spot elevations		
Buildings, structures, fences, signs, walls, etc		
Control points, Cadastral lines and text		
Field topo area outlined		