

Project Engineer's Notebook Checklist

Project:
Project Engineer:
Construction Operations Engineer:
Project Manager:
Highway Design Manager:
Lead Design Engineer:
Date:

Initials

PE MEMO

AGREEMENTS:

Project agreements
Owner agreements
Material source agreements
Right-of-Way agreements
Cooperating agency agreements
Other agreements (specify)

APPROVAL LETTERS:

CORRESPONDENCE:

Phone, mail listings, and principal contacts for:
 FHWA
 Client(s) (Park Service, Forest Service, County, etc.)
 Other (specify)
 All correspondence (includes e-mail) with those listed above
Field review memos and trip reports
Other correspondence (specify)

ENVIRONMENTAL DOCUMENTS (including permits)

DESIGN:

CPM Schedule
Design Technical Memorandum
Quantity support calculations
Design files on CD
Earthwork Representation drawings (hard copy & CD (PDF) for PE)
Earthwork spreadsheet (hard copy & CD (Excel file) for PE)
Staking data (hard copy & CD to PE and CD to Contractor):
 Horizontal alignment listing
 Vertical alignment listing
 T-point coordinate and elevation listing in ASCII format
 Subgrade Template Report
 Staking Detail Report
 Clearing Report
 Seeding Report
 XYZ Reports for grade finishing stakes (blue tops, etc)
 Superelevation input file

TECHNICAL SERVICES DOCUMENTATION:

Bridge Narrative
Final Geotechnical Report
Final Hydraulics Report
Final Pavements Report

UTILITIES:

Utility Agreements

Available upon request: Full size plans & xs, original terrain data, other staking data, etc.