

# 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 .....

Reimbursable 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 spreadsheet (hard copy & CD (Excel file) for PE) .....

3D Surface Model .....

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 .....

    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.