PROJECT FILES CHECKLIST

For

Project Name

Project No.: Federal/State

Date: May 10, 2023

The following items have been completed for project closeout:

[ ]  Project folder has been cleaned and moved to “\_Archive” folder on the HYD Project folder including the CAD Functional Drawings

[ ]  Original Reports (hardcopies) have been given to Standards Manager

* Preliminary/Reconnaissance Engineering Report
* Design Study Report (with all final revisions included)

[ ]  Digital files given to Highways Standards Manager

* Project Closeout Document
* CAD Functional Drawings\*
* CAD Planset Drawings
* Specifications (in Word & sent to Specification Engineer)
* Design Study Report (in PDF – with all final revisions included)
* As-Awarded Plans & Specifications (in PDF)
* Value Engineering Study (and sent to Value Engineering Coordinator as noted in Section 3.3.1.6)
* ADA Transition Memo (and sent to ADA Coordinator)
* Agreements with Local Agencies
* Other Reports

\*If submitted together with CAD Planset Drawings. CAD Functional drawings should be archived within the project’s Civ3D folder by Project Manager.

Completed by:

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Signature & Date