Project Engineer's Notebook Checklist(updated August 2023)

Project:	
Project Manager:	
Construction Operations Engineer:	
Project Engineer: Highway Design Manager:	
Lead Design Engineer:	
Lead Design Engineer:	
	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	
Permits Construction Handoff Table	
Government Provided Information for Contractor Developed SWPPP	
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CPM Schedule	
Design Technical Memorandum	
Quantity Support Calculations	
Design files	
CADD File Tracker	
Earthwork spreadsheet (Grading Summary Excel File)	
3D Surface Models (LandXML for Existing Ground, Final Grade, Subgrade, and	
Top of Aggregate (Blue Tops)) <u>Electronic Disclaimer</u>	
3D PDF of surface (ORD)	
Staking data:	
Horizontal and Vertical alignment listing	
T-point coordinate and elevation listing in ASCII format	
Subgrade Template Report (v8i)	
Subgrade Cross Section Report (ORD)	
Clearing Report (v8i)/Clearing Cross Section Report (ORD)	
XYZ Reports for grade finishing stakes (blue tops, etc)(v8i)	
Top of Aggregate (Blue Top) Cross Section Report (ORD)	
Template Point Identification Drawings	
Superelevation input file	
Blank E-Sheets (for contractor developed SWPPP)	
TECHNICAL SERVICES DOCUMENTATION:	
Bridge Narrative	
Final Geotechnical Report	
Final Payaments Report	
Final Pavements Report	
UTILITIES:	
Utility Agreements	

After completion send this form and the PE Notebook file location to the PM, COE and $\underline{CFLConstructionAdministration@dot.gov}.$