

Project Engineer's Notebook Checklist

(updated August 2023)

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

Initials

PE MEMO

AGREEMENTS:

Project agreements.....
Owner agreements

APPROVAL LETTERS:

CORRESPONDENCE:

Phone, mail listings, and principal contacts for:
FHWA.....
Client(s) (Park Service, Forest Service, County, etc.)

ENVIRONMENTAL DOCUMENTS

Permits

DESIGN:

CPM Schedule

TECHNICAL SERVICES DOCUMENTATION:

Bridge Narrative.....
Final Geotechnical Report

UTILITIES:

Utility Agreements.....

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