

Project Engineer's Notebook Checklist

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

Included

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 _____

DESIGN:

CPM Schedule _____
Design Technical Memorandum _____
Quantity Support Calculations/Spreadsheets _____
Design files (.dgn, .xls, .txt, .jpeg, .pdf, .itl, .xml, etc.) _____
Earthwork spreadsheet (Grading Summary Excel File) _____
Existing Ground LandXML (from survey directory) _____
3D Surface Models (LandXML for Final Grade, Subgrade, and Top of Aggregate) _____
3D Breakline file _____
[Electronic Disclaimer](#) _____
3D PDF of surface _____
Staking data:
 Horizontal and Vertical alignment listing _____
 T-point coordinate and elevation listing in ASCII format _____
 Subgrade Cross Section Report _____
 Clearing Cross Section Report _____
 Seeding Quantities Report _____
 Top of Aggregate Cross Section Report _____
 Template Point Identification Drawings _____
Blank E-Sheets (for contractor developed SWPPP) _____

TECHNICAL SERVICES DOCUMENTATION:

Bridge Narrative _____
Final Geotechnical Report _____
Final Hydraulics Report _____
Final Pavements Report _____

UTILITIES:

Utility Agreements _____

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