

Project Engineer's Notebook Checklist

Project: _____
Project Manager/Construction Operations Engineer: _____
Project Engineer: _____
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
Earthwork spreadsheet (Excel file for PE)
3D Surface Model
Staking data:
 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.

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