

# Final Plans Checklist

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NOTE: This checklist is intended to be used as a tool in the preparation of final plans; it is not mandatory that every line listed be submitted with final plans. Personnel noted as being responsible for various items may differ between offices.

**Contract ID #:**

**Job No.:**

**On Call Job Order Contracts:**

Estimate Item Detail (part of the final estimate)	Clerk	Cognos	<a href="#">Report</a>
List of Reported Quantities or Pay Books	Inspector	Cognos	<a href="#">Report</a>
Contract & Line Item Adjustment Documentation (if any)	RE or Inspector	Cognos	<a href="#">CA</a> and/or <a href="#">LIA</a>
Change Order to “zero” out any lines	RE or Inspector	eProjects	<a href="#">Link to eProjects</a>

**General Contracts:**

List of Reported Quantities	Inspector	Cognos	<a href="#">Report</a>
Change Order that serves as the final	Inspector	eProjects	<a href="#">Link to eProjects</a>
Asphalt Roadway Reports	Inspector	eProjects	<a href="#">Link</a>
Documentation Records (if needed)	Inspector	eProjects	<a href="#">Link</a>
DWR remarks for Contract	Inspector	Cognos	<a href="#">Report</a>
Order Records (if needed)	Inspector	eProjects	<a href="#">Link</a>
Force Account Documentation (if needed)	Inspector	eProjects	<a href="#">Link</a>
Waste Disposal Agreement	Inspector	eProjects	<a href="#">Link</a>
Borrow Agreement	Inspector		<a href="#">Example</a>
Quality Management Documentation Checked	Inspector		
CUF Verification	Inspector	Cognos	<a href="#">Link</a>
DBE Verification (letter submitted by Contractor, then letter by RE)	Contractor/RE	eProjects	<a href="#">Link</a>
Contract & Line Item Adjustment Documentation (if any)	RE or Inspector	Cognos	<a href="#">CA</a> and/or <a href="#">LIA</a>
Project Data Ready for Materials Summary Informational Date	RE or Inspector	AWP	
Materials Summary Completed (Informational Date in AWP and Cognos Report)	Materials	AWP/Cognos	<a href="#">Link to AWP</a> <a href="#">Link to Cognos</a>
Time Adjustment Change Order (if any)	RE	eProjects	<a href="#">Link to eProjects</a>
Liquidated Damages Letter	RE		
Final Estimate – including Estimate Item Detail	RE	Cognos	<a href="#">Link</a>
Final Inspection Informational Date	RE	AWP	<a href="#">Link to AWP</a>
Contractor's Performance Report	RE	CPR Database	<a href="#">Link to CPR</a>
C-242 Form	Contractor	Cognos	<a href="#">Link</a>
Trainee Documents OJT-1 through OJT-4, letters to each trainee OJT-5, OJT-6	Clerk	eProjects	<a href="#">Link to Templates</a>
Final Plans Certification	Clerk	eProjects	<a href="#">Link</a>
Final Acceptance	Clerk	eProjects	<a href="#">Link</a>
Sign Inspection Cost	Chem Lab to RE		<a href="#">Example</a>
Bridge Clearance Report (if needed)	Inspector	eProjects	<a href="#">Link</a>
404 Corps Compliance Permit – (if needed)	RE	eProjects	DE Letting Docs
Semi-final (C-236)	RE	eProjects	<a href="#">Link</a>
Prevailing Wage Affidavits	Contractor/RE	eProjects	<a href="#">Link</a>
ADA Post Construction Checklist	Contractor	eProjects	<a href="#">Link</a>

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## Plan Sheets:

- Plan sheets are **not** required for: seal coats, surface leveling, pavement repair contracts, or job order contracts
- Title Sheet
  - Final Plans Stamp
  - Remove “proposed”
  - Adjust Index to represent included plan sheets
  - RE disclaimer stamp
- 2A Sheet
  - Is no longer required
- 2AA Sheets
  - Only required when the project has one or more mainline concrete paving segments that exceed one-half mile in length
- **2B Sheets are not required, but** if any information on these sheets that may be beneficial to end users can be updated and left in the final plans please follow the following guidelines:
  - Cross out pay items not used
  - And information not updated needs removed
  - Any sheet not updated needs removed
- Bridge Sheets
  - Update bridge excavation quantities
  - Update as built pile data
  - Indicate if the constructed approach slab was Asphalt or Concrete
- Update these sheets and include in final plans:
  - Plan and profile sheets
  - Signal sheets
  - Lighting sheets
  - Culvert section sheets
- These sheets are optional to update and include in final plans:
  - Permanent signing sheets
- Do not include these sheets in final plans:
  - Traffic control plans
  - Sediment and erosion control plans
  - Cross sections (XS)
    - Any revision made that included generation of new XS can be used as supporting data for change orders, but should not be included with final plans
- Other Information:
  - Signature block showing who prepared and checked plans is no longer required on plans
  - Rounding of quantities to the accuracy in the specifications is not required
  - Check marks are no longer required
  - All Final Plans sheets should be submitted electronically