



DEPARTMENT OF TRANSPORTATION

Construction Manager's Closeout Checklist (Prior to Requesting Final Audit)

TIA Const Mgr Worksheet

Date:

Project:			County:			Ct. Id#:	
LINE	ITEM	YES	N/A	DATE	INITIALS	REMARKS	
1	<ul style="list-style-type: none"> Enter Key Dates, Checklist Event Dates and Milestone Dates Review and print Key Dates Report 						
2	<ul style="list-style-type: none"> Close out all Stockpiled Materials 						
3	<ul style="list-style-type: none"> View the installed Work Report (Unpaid Installed Quantity Summary) and review quantities to be paid and ensure correctness. Verify that sufficient funds are available for any items that will be paid on progress estimate. Review and print Item Quantity Report. 						
4	<ul style="list-style-type: none"> Verify that all project records are organized per TIA Policy. Verify that the Document Control Log and the Correspondence files are up-to-date and organized (if req'd). 						
5	<ul style="list-style-type: none"> Check Approved Supplemental Agreements (SA) and/or Change Orders (CO). Verify that the Approved Supplemental Agreements/Change Order folder contains a copy of all approved Supplemental Agreements/Change Orders Verify all Supplemental Agreements/Change Orders paid, If not used Attach note to approved copy of SA/CO giving Reasons for not using SA/CO. If minor items are not used the above does not need to be done. 						
6	<ul style="list-style-type: none"> Verify that the Final DBE report has been received from the contractor. 						
7	<ul style="list-style-type: none"> "As-Built" plans up-to-date. Verify that Bridge As-Built Foundation Information is up to date and has been sent to Bridge office. Verify Environmental Commitments Table. Verify Final Payment Smoothness Report Verify Bridge Deck Surface Profilographs and Steel Cover Reports. Verify that Earthwork Items have sufficient documentation to support final payment. Final MC Checklist is complete and has been sent to OM&T. 						
8	<ul style="list-style-type: none"> Verify all discrepancies are resolved. Verify that all Progress Estimates have been approved and processed. 					CM emails PM, RC and Controls that project is ready for Final Audit.	
9	<ul style="list-style-type: none"> Complete the Final Package Checklist (D.O.T. TIA-733) 						