

Engineer's Checklist

CONTRACT #:

DATE:

Monthly Pay App Reviews

- **Review Daily Work Reports**
(PE)- Daily check and approval
(CE) - Spot Check
 - Payment (Measure, Confirm, Sample)
 - Safety
 - Delay, Weather
 - Differing Site
 - Includes Nonworking Days
 - Manpower, Equipment
 - Visitors
 - Materials
 - Photos
- **As-built Schedule Update with Narrative (required monthly)**
- **Certified Payroll (current to -7 days) with the Checklist**
- **Subcontractor List Update**
- **Field Posted Drawing Update**
- **Deficiency Log Review**
- **Check that OCR was Informed Pay App is being processed.**

Periodic Contract Reviews

- **MINIMUM ONCE PER CONTRACT**
Safety Plan is reviewed with the checklist and acknowledged and updated in the event of new activities or other unexpected safety issues (ie pandemic)
- **MINIMUM TWICE PER CONTRACT**
EEO/Labor Compliance Employee Interview Form 4-439 done twice per contract
- **ONCE PER DBE (if applicable)**
CUF Form 1-245A or B once per DBE
- **ONCE PER YEAR - AUGUST**
FHWA 1391 Annual EEO Report
- **Check Approved Tax/Insurance Rates Current**

RE SIGN OFF:

DE SIGN OFF: