

ENGINEERING FOLDER PROJECT COMPLETION CHECKLIST

- Landowner Name, Location, Practice Name and Code
- CPA-6 Notes for the project (Notes to be written within 24 hours of the event and in ink)
- Survey Data (Including)
 - Design survey notes
 - Construction Check Notes
 - AS-Built Final Notes
- Original Quantities estimate and Final Quantities Sheet
- Signed Operation and Maintenance Plan
- Applicable Permits and Documentation (When Applicable)
 - RLOA and Supporting Documentation
 - Joint Permit Application and supporting Documentation
 - MDE/WMA Industrial Permits Division notification (Green Card)
 - Well Completion Report (Signed by well driller)
 - Well Variance Letter from Health Department
 - Small Pond Approval letter and MD-14 (Pond Summary Sheet)
- Design Computations appropriate to the practice
- Computations to verify/support any field changes during construction
- Approved and Signed plans (By someone with appropriate JAA) Printed to Scale.
- As-Built Plans are complete and include the following:
 - Owner/Contractor Signature Block has been signed by Landowner and Contractor
 - Elevations are field verified and documented in Red
 - Dimensions and Slopes are field verified and documented in Red
 - Cross sections and profiles plotted in red
 - Verification of steel size, grade and spacing.
 - Materials verified in red.
 - Critical Inspection check list, completed during construction and verified in red
 - Safety Signs, fire extinguishers, push off guards, Locks or other safety equipment is in place.
 - As-built signature block signed by Inspector, Construction Approver and Verified by District Conservationist.
- Material Certifications (i.e.)
 - Stone Tickets
 - Concrete Tickets
 - Compaction Testing results
 - Steel and Lumber Stamps or Pictures of the stamps
 - Pipe and coupling certifications or pictures of stamps
 - Pictures of installed Hurricane Ties with Model number shown
 - Pictures of installed post anchors with model number shown
 - Sealed Truss Designs
 - Seed tickets or pictures of tickets
 - Engineering Documentation from supplier (i.e. Slurrystore)
 - Invoices
- Photo Documentation
 - Preconstruction Pictures
 - Construction Check Pictures, Including pictures used to document material used in construction.
 - Final Pictures, including final grading and seeding, signs etc.
- Waste Management Plan or CNMP (must be up to date and address all needs for the farm)
- All supporting design documentation is in order, neat and stapled together.
- Practice Reported Complete on the Conservation Plan and Marked Complete on the Plan Map