

Engineering Practice **Blue Folder Documentation Checklist**

Customer Name:

Practice:

Design Official:

Date:

Program:

Contract Number:

Complete

N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory and evaluation records |
| <input type="checkbox"/> | <input type="checkbox"/> | Survey notes, where applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Design survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction layout survey, as available |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction check survey, as available |
| <input type="checkbox"/> | <input type="checkbox"/> | Design records |
| <input type="checkbox"/> | <input type="checkbox"/> | Design-based cost estimate |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical data, functional requirements and site constraints, where applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils/subsurface investigation report, where applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Design and quantity calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Approved Comprehensive Nutrient Management Plan, where practice is associated with animal waste or wastewater handling |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Certification from contractor as applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Operation and maintenance plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction drawings/specifications with: |
| | <input type="checkbox"/> | Location map |
| | <input type="checkbox"/> | Plan view |
| | <input type="checkbox"/> | Profile and cross section details, as necessary |
| | <input type="checkbox"/> | Other details as necessary |
| | <input type="checkbox"/> | Erosion Prevention and Sediment Control plan as necessary |
| | <input type="checkbox"/> | ‘Designed By’ official name or initials |
| | <input type="checkbox"/> | ‘Checked By’ official names or initials |
| | <input type="checkbox"/> | ‘Approved By’ official signature |
| | <input type="checkbox"/> | Job class designation |
| | <input type="checkbox"/> | Hazard Class designation |
| | <input type="checkbox"/> | Initials from pre-construction conference |
| | <input type="checkbox"/> | As-built notes |
| | <input type="checkbox"/> | Construction inspection records |
| | <input type="checkbox"/> | Construction approval signature |
| | <input type="checkbox"/> | Record of any variances approved, where applicable |
| | <input type="checkbox"/> | Record of approvals of in-field changes affecting function and/or job class, where applicable |
| | <input type="checkbox"/> | Construction check data and drawings (as-builts) |

Additional Documentation: