

CHECKLIST

REFERENCE / ITEM	NO. OF COPIES	TIME OF SUBMISSION	CONTRACTOR CONCURS ✓
1. Correspondence	Original + 3		
2. "Insurance"			
a. Prime Contractor	1	Prior to commencement of work	
b. Subcontractor (all tiers)		Maintained by Prime	
c. Renewals of Insurance	1	Upon renewal	
3. Accident Prevention			
a. Safety Plan	4	Prior to Pre Work Safety Conference	
b. Safety Exposure Report	2	Submitted at time of pay request	
c. Hazard Analysis	3	48 Hours Prior to start of each phase of work	
d. Weekly Toolbox Mtg. Report	3	Weekly	
e. Monthly Supervisor. Safety Mtg.	3	Monthly	
4. Schedule for Construction Contracts			
a. Progress Charts	Original + 1	Within 5 days after starting work	
b. Updated Charts	3	Each month with request for progress payments	
5. Payrolls and Basic Records			
a. Payroll with DD form 879	1 cy with ea payroll	7 days after payroll date	
b. SF 1413	1 cy ea subcontractor	14 days after subcontractor award	
c. Owner/Operator Certificates		Weekly	

6. Material and Workmanship			
a. Submittal Register	As specified	As specified	
b. Submittals (Eng Form 4025)	As specified	Per approved register	
7. Quality Control System			
a. QC Plan	4	Prior to commencement of work	
b. Daily Reports	1	Daily	
REFERENCE / ITEM	NO. OF COPIES	TIME OF SUBMISSION	
c. 3-Phase Outlines/Reports	2	Prior to starting new phase of work	
d. Test Reports	3	Within 48 hours after test	
e. Materials Test Summary	4	Prior to starting work	
8. Environmental Protection			
a. Environmental Plan	4	Prior to starting work	
9. Request for Progress Payment	3	1 st of each Month with "BIG FIVE"	
CESPK From 38	1	Attached to request for Progress Payment	
10. As-Built Drawings	2	Compact Disks	
	1	Reproducible Copy	
	5	Hard Copies: 1/2 size format	
11. Record Specifications	1	On same CD with drawings including addenda, change orders, mark-up variations	