**WSDOT Project File Checklist**

These are Project File (PF) items that are not retained long term in the Design Documentation Package.   
See Design Manual 300.03(3) for further information regarding the PF.

References listed below are Design Manual chapters unless otherwise noted (see Reference notes.)

| **Description** | **Ref.** | **Comments/Action Strategy/Approvals** |
| --- | --- | --- |
| Access Control | 520, 530, 540 |  |
| Aesthetic / Visual Elements | 720, 730, 740 | With the involvement of structures |
| Affidavits | 210 |  |
| Agreements | 530, 1010, 1430 & AM, UM, PPM |  |
| Auxiliary Lanes | 1270 |  |
| Barrier Selection | 1610 |  |
| Bridge Approach Slab Omission | 720 | List all concurrences |
| Bridge Reports | 700, 710, 720 | Include all issues |
| Bridge Site Data | 710 |  |
| Bus Stops & Pullouts | 1430, 1510 | In addition to transit and school |
| Crash Analysis Report | 321 |  |
| Commitment Files | 225 & EM |  |
| Conc. Barrier Assessment - Wildlife Areas | 1610 |  |
| Concurrence Letters |  |  |
| Contour Grading Plans | 900 & RM |  |
| Curb Grinding | 1230 | Include evaluations |
| Curb Use in Heavy Snowfall Area Approval | 1230, 301 |  |
| DBE/Training Goals | OEO |  |
| Delineation | 1030 |  |
| DNR Completion Report | 410 |  |
| Easements | 510, UM |  |
| Electrical design calculations | 1330 |  |
| Emergency Preemption Equipment | 1330 |  |
| Environmental Permits / Approvals | 225 & EM |  |
| Estimate Reviews | 305 | Include any changes in estimates |
| Franchises | UM |  |
| Funds Request |  |  |
| Hearings | 210 |  |
| HOV Direct Access | 1360, 1420 |  |
| HOV Operations Analysis | 1410 |  |
| Impact Attenuator Systems | 1620 |  |
| Incentive Provisions | CN |  |
| Intersection Sight Distance Analysis | 1310.05 |  |
| Irrigation Plan | 900 & RM |  |
| Emergency Escape Ramp: Report, | 1270-17 |  |
| Letters of Understanding |  |  |
| Limited Access Cost Evaluation | 530 |  |
| Liquidated Damages | PPM |  |
| Local Agency Coordination | 300, 1100 |  |
| Lump Sum Backup | PPM |  |
| Mailbox Coordination | 1600 |  |
| Maintenance Coordination Concurrence | 301 |  |
| Mandatory Material Sources, Waste Sites | PPM |  |
| Materials Source Report/Approvals | 610 |  |
| Mature Vegetation Evaluation | 900 & RM |  |
| Mill Bridge Surface Approval | 720 |  |
| Monumentation /Record of Survey | 400, 410 |  |
| MTMCTEA Correspondence | 720 |  |
| NEPA Supporting Documents | 225 & EM |  |
| Noise Barrier | 740 | Include Alternative evaluations, reports |
| Open Houses | 210 |  |
| Oversized Vehicles | 1010 |  |
| Outside Funding |  |  |
| Path and Trail Calculations | PPM |  |
| Permits | 225, 510, & UM |  |
| Preemption Coordination | 1330 |  |
| Prehearing Packets | 210 |  |
| Preliminary Signal Plan | 1330 |  |
| Project Change Request Form | 300 |  |
| Proprietary Item Requests | PPM |  |
| Median Crossovers | 1370 |  |
| Public Agency Coordination | 210 |  |
| Railroad Coordination | 530, 1220, 1350 |  |
| Railroad preemption | 1330 | Include calc., and interconnect setup |
| Materials Source | 610 |  |
| Retaining Wall/Reinforced Slope Site Data | 730-13 |  |
| Right of Way Certification | RES |  |
| Right of Way Plans | 300 & PPM |  |
| Road Approaches / Access Permits | 520, 530, 540, 1340 |  |
| Road closures | 1010 | Include decisions and agreements |
| Roadside Restoration | 900 & RPM |  |
| Bicycle Facilities | 1520 |  |
| Safety Rest Areas | 1710 |  |
| SEPA Supporting Documents | 225 & EM |  |
| Shared Use Paths | 1515 |  |
| Signal Standard Design | 1330 |  |
| Signal Detection Zone | 1330 |  |
| Signal Wiring Diagram. | 1330 |  |
| Signing | 1020 |  |
| Soil Bioengineering | 900 & RM | Include all considerations |
| State Force Work | PPM |  |
| State Patrol Coordination | 1010 |  |
| Stockpiling Materials | PPM |  |
| Stormwater Site Plans | HRM |  |
| Structural Capacity Report | 720-2 |  |
| Temp. Erosion & Sediment Control Plan | TESCM |  |
| Third Party Signal Agreements | 1330 |  |
| Traffic Control Signals Backup | 1330 |  |
| Transit Facilities | 1420, & RM |  |
| Park and Ride Lot | 1430.04 |  |
| Transportation Management Plan | 1010 |  |
| Truck Weigh Stations | 1720 |  |
| Type, Size & Location Report | 610-14 |  |
| Utilities Involvement (List) | 1600 & UM |  |
| Value Engineering Study Finalized Report | 310 |  |

**Reference Notes:**

* AM = Agreements Manual
* CN = Construction Office
* EM = Environmental Manual
* HRM = Highway Runoff Manual
* PPM = Plans Preparation Manual
* RES = Real Estate Services Office
* RM = Roadside Manual
* OEO = Office of Equal Opportunity
* TESCM = Temporary Erosion and Sediment Control Manual
* UM = Utilities Manual