

Contract Number		Contract Title			
Review Date		Contract Amount \$	Start Date	Reviewed By	
Project Engineer			% Complete	Federal Aid Number	
Traffic Control (1-10.2) [1-10.2]		Yes	No	Training (1-07.11(2)) [1-07.11(2)]	
TCS reports in project files				Training program is approved	
Change Orders (1-04.4) [1-04.4]				Revisions to the program approved	
Change Order executed before Work starts				Program outline follows requirements	
Verbal approval received to begin Work before Change Order is executed				Trainees submitted for approval	
Change Order executed before payment is made				"Good Faith Effort" documentation provided if non protected group used	
Force Account (1-09.6) [1-09.6]				Inspector Daily Reports [10-3.4]	
Labor list is provided, is current & is monitored				IDR's are maintained and are complete	
Materials costs evidenced by vendor invoices or Contractor affidavits				Item Checks (Procedures)	
Daily FA sheet signed by Inspector and Contractor				Item _____ Description _____	
Subcontractor/service mark ups correctly applied				Ledger vs Source Document	
Subcontracting (1-08.1) 1-08.1]				Field Note Record complete	
Requests to Sublet approved prior to starting Work				Item Quantity Tickets complete	
Required Federal Aid Provision Certification received prior to starting Work				Scale Cert. & Scaleman's Daily Rpt.	
Progress Schedule (1-08.3) [1-08.3]				Work noted on Inspector's Daily Report	
Schedule maintained with updates				Material source approved	
Updates approved by Project Engineer				Material acceptance documentation complete	
Weekly Statement of Working Days complete				Item _____ Description _____	
State Wage Compliance - Statement of Intent to Pay Prevailing Wages (1-07.9(5)) [1-07.9(5)]				Ledger vs Source Document	
On file for Prime Contractor and each subcontractor				Field Note Record complete	
Received prior to first payment for each subcontractors work				Item Quantity Tickets complete	
Federal Wage Compliance - Certified Payrolls for Prime and Each Subcontractor (1-07.9(5)) [1-07.9(5)]				Scale Cert. & Scaleman's Daily Rpt.	
First payrolls checked and initialed				Work noted on Inspector's Daily Report	
All other subsequent payrolls checked at 10%				Material source approved	
Check for the following items				Material acceptance documentation complete	
Contract #, Payroll #, Payroll period				Item _____ Description _____	
Labor classification are noted correctly				Ledger vs Source Document	
Minimum Prevailing Wages are met or exceeded				Field Note Record complete	
Overtime shown separately				Item Quantity Tickets complete	
Travel pay shown separately				Scale Cert. & Scaleman's Daily Rpt.	
Proof of apprentice registration				Work noted on Inspector's Daily Report	
No employee address or SSN shown				Material source approved	
Employee Interviews on Federal Projects (1-07.9) [1-07.9]				Material acceptance documentation complete	
On file for Prime Contractor				Item _____ Description _____	
On file for 10% of all subcontractors				Ledger vs Source Document	
DBE On-Site Reviews (1-07.11(2)) [1-07.11(2)]				Field Note Record complete	
Condition of Award DBE subcontractors on job				Item Quantity Tickets complete	
Reviews completed and submitted to OEO				Scale Cert. & Scaleman's Daily Rpt.	

Remarks

Remarks
