Project Manager's Checklist for Executive Order Projects

E.O. # _____

T.C. # _____

	Date	Date
1 Called Consultant for Stakes	_____	_____
Consultant: _____		
Contractor: _____		
Observer: _____		
LWWS Final Inspection Report in GPP sent with preliminary start date:	_____	_____
a. If necessary have a traffic plan approved by Traffic ahead of construction		
2 1st Estimate - Check quantities to plans		
a. Approve (if necessary) all item postings/dwr's to 1st est date		
b. Check Observer's reports to date of estimate in folder		
c. Check if partially, substantially or complete		
d. Check 80% of work completed until final letter		
for escrowed amount & fill out letter		
e. List items to be completed		
f. Give to front office to process		
3 Send out inspection form for new const in GPP (Use 2 week turn around)		
a. Wastewater Dept. (30 days to TV) & Testing Lab.	_____	_____
b. Water Dept. & Testing Lab.	_____	_____
Notified of pressure test passing:	_____	_____
Notified of chlorination to be done:	_____	_____
Acceptance report sent: *Let Craig A. know particulars:	_____	_____
c. Storm Sewer Maintenance for Storm Sewer	_____	_____
b. If paving E.O. is complete send new construction inspection to all:		
Water:	_____	_____
Wastewater:	_____	_____
Storm Sewer:	_____	_____
Testing Lab:	_____	_____
Paving Maintenance:	_____	_____
Traffic Operations:	_____	_____
4 San Sew project, need lateral location sheetrs, for services in folders		
a. Send copy to Building and Safety, plumbing section:	_____	_____
b. Send copy to Wastewater:	_____	_____
5 When all forms are back --- no less than 60 days write final		
1. Use Quantity letter form		
a. check folder for as builts, note on water & san sew, pipe material used		
b. check folder for dollar retainers		
c. check folder for dollar subsidy		
6 Date project finale	_____	_____