



**Washington State
Department of Transportation**

Follow-Up Documentation Review

(Use only if Initial Review is completed)

Contract Number	Contract Title		
Review Date	Contract Amount \$	Start Date	Reviewed By
Project Engineer	% Complete	Federal Aid Number	

	Yes	No	Item Checks (Procedures)	Yes	No
Traffic Control (1-2.3)			Item ____ Description _____		
TCS reports in project files	<input type="checkbox"/>	<input type="checkbox"/>	Ledger vs source document	<input type="checkbox"/>	<input type="checkbox"/>
Force Account (1-2.4D)			Field Note Record complete	<input type="checkbox"/>	<input type="checkbox"/>
FA Sheet signed by Inspector & Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Item Quantity Tickets complete	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Rates correct	<input type="checkbox"/>	<input type="checkbox"/>	Scale Cert. Scaleman's Daily Rpt. Wghmstr Lic.	<input type="checkbox"/>	<input type="checkbox"/>
Labor Rates correct and documented	<input type="checkbox"/>	<input type="checkbox"/>	Work noted on Inspector's Daily Report	<input type="checkbox"/>	<input type="checkbox"/>
OH & P correct	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Approved	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental markup correct (Sub items)	<input type="checkbox"/>	<input type="checkbox"/>	Material Acceptance Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Progress Schedule (1-2.5A)			Item ____ Description _____		
Approved by Project Engineer	<input type="checkbox"/>	<input type="checkbox"/>	Ledger vs source document	<input type="checkbox"/>	<input type="checkbox"/>
Project on Schedule	<input type="checkbox"/>	<input type="checkbox"/>	Field Note Record complete	<input type="checkbox"/>	<input type="checkbox"/>
Employee Interviews (1-2.6C(1))			Item Quantity Tickets complete	<input type="checkbox"/>	<input type="checkbox"/>
Federal Projects			Scale Cert. Scaleman's Daily Rpt. Wghmstr Lic.	<input type="checkbox"/>	<input type="checkbox"/>
On file for Prime Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Work noted on Inspector's Daily Report	<input type="checkbox"/>	<input type="checkbox"/>
On file for all Subcontractors over 30%	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Approved	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Review (1-2.6C) (Prime and All Subs)			Material Acceptance Documentation	<input type="checkbox"/>	<input type="checkbox"/>
First payrolls checked and initialed	<input type="checkbox"/>	<input type="checkbox"/>	Item ____ Description _____		
All other payrolls checked 10%	<input type="checkbox"/>	<input type="checkbox"/>	Ledger vs source document	<input type="checkbox"/>	<input type="checkbox"/>
Check for the following items			Field Note Record complete	<input type="checkbox"/>	<input type="checkbox"/>
Contract #, Payroll #, Payroll period	<input type="checkbox"/>	<input type="checkbox"/>	Item Quantity Tickets complete	<input type="checkbox"/>	<input type="checkbox"/>
Labor classification correct	<input type="checkbox"/>	<input type="checkbox"/>	Scale Cert. Scaleman's Daily Rpt. Wghmstr Lic.	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Wage met or exceeded	<input type="checkbox"/>	<input type="checkbox"/>	Work noted on Inspector's Daily Report	<input type="checkbox"/>	<input type="checkbox"/>
Overtime shown separately	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Approved	<input type="checkbox"/>	<input type="checkbox"/>
Travel Pay shown separately	<input type="checkbox"/>	<input type="checkbox"/>	Material Acceptance Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Proof of apprentice registration	<input type="checkbox"/>	<input type="checkbox"/>	Item ____ Description _____		
Employees address and SSN shown	<input type="checkbox"/>	<input type="checkbox"/>	Ledger vs source document	<input type="checkbox"/>	<input type="checkbox"/>
Fringe benefits Paid	<input type="checkbox"/>	<input type="checkbox"/>	Field Note Record complete	<input type="checkbox"/>	<input type="checkbox"/>
Compliance statement signed	<input type="checkbox"/>	<input type="checkbox"/>	Item Quantity Tickets complete	<input type="checkbox"/>	<input type="checkbox"/>
Diary Records (10-3.5)			Scale Cert. Scaleman's Daily Rpt. Wghmstr Lic.	<input type="checkbox"/>	<input type="checkbox"/>
Project Diary current and signed	<input type="checkbox"/>	<input type="checkbox"/>	Work noted on Inspector's Daily Report	<input type="checkbox"/>	<input type="checkbox"/>
IDR's complete	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Approved	<input type="checkbox"/>	<input type="checkbox"/>
Sublets (1-2.4G)			Material Acceptance Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Sublets approved before working	<input type="checkbox"/>	<input type="checkbox"/>	Remarks (Use back for additional remarks)		
Monthly Employment Utilization Report					
DOT Form 820-010 (1-2.7A(3))					
Received monthly from prime and sub	<input type="checkbox"/>	<input type="checkbox"/>			
Reviewed by project office	<input type="checkbox"/>	<input type="checkbox"/>			
Change Orders (1-2.4C)					
Approved before work starts	<input type="checkbox"/>	<input type="checkbox"/>			
M/W/DBE On-Site Reviews (1-2.4H)					
Condition of award M/W/DBE subs on job yet	<input type="checkbox"/>	<input type="checkbox"/>			
Reviews made and submitted to OEO	<input type="checkbox"/>	<input type="checkbox"/>			

DOT Form 230-036B EF
Revised 1/87