

# Project Engineer's Notebook Checklist

Project: \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Construction Operations Engineer: \_\_\_\_\_  
Project Engineer: \_\_\_\_\_  
Highway Design Manager: \_\_\_\_\_  
Lead Design Engineer: \_\_\_\_\_  
Date: \_\_\_\_\_

*Included*

## PE MEMO

### AGREEMENTS:

Project Agreements \_\_\_\_\_  
Owner Agreements \_\_\_\_\_  
Reimbursable Agreements \_\_\_\_\_  
Material source agreements \_\_\_\_\_  
Right-of-Way agreements \_\_\_\_\_  
Cooperating agency agreements \_\_\_\_\_  
Other agreements (specify) \_\_\_\_\_

### APPROVAL LETTERS:

### CORRESPONDENCE:

Phone, mail listings, and principal contacts for: \_\_\_\_\_  
FHWA \_\_\_\_\_  
Client(s) (Park Service, Forest Service, County, etc.) \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
All correspondence (includes e-mail) with those listed above \_\_\_\_\_  
Field review memos and trip reports \_\_\_\_\_  
Other correspondence (specify) \_\_\_\_\_

### ENVIRONMENTAL DOCUMENTS

Permits \_\_\_\_\_  
Construction Handoff Table \_\_\_\_\_

### DESIGN:

**Physical Data File (.zip)** \_\_\_\_\_  
Horizontal and Vertical alignment listing (.pdf and xml) \_\_\_\_\_  
3D Surface Models for Finished Grade, Subgrade, & Top of Base Course (.xml) \_\_\_\_\_  
3D Existing Ground Model (.xml from survey directory) \_\_\_\_\_  
3D Breakline file (.dxf) \_\_\_\_\_  
Subgrade Cross Section Report (.pdf) \_\_\_\_\_  
Top of Base Course Cross Section Report (.pdf) \_\_\_\_\_  
Superelevation Report (.pdf) \_\_\_\_\_  
Earthwork Summary (calc wrksht-rdwy exc pay item or calc wrksht-emb const pay item tab) (.pdf) \_\_\_\_\_  
CPM Schedule \_\_\_\_\_  
Design Technical Memorandum \_\_\_\_\_  
Quantity Support Calculations/Spreadsheets \_\_\_\_\_  
Clearing Cross Section Report \_\_\_\_\_  
Seeding Quantities Report \_\_\_\_\_  
Template Point Identification Drawings \_\_\_\_\_  
Survey Control Points (.xls) \_\_\_\_\_  
[Electronic Disclaimer](#) \_\_\_\_\_  
3D PDF of surface \_\_\_\_\_  
Blank E-Sheets (for contractor developed SWPPP) \_\_\_\_\_

### TECHNICAL SERVICES DOCUMENTATION:

Bridge Narrative \_\_\_\_\_  
Final Geotechnical Report \_\_\_\_\_  
Final Hydraulics Report \_\_\_\_\_  
Final Pavements Report \_\_\_\_\_

### UTILITIES:

Utility Agreements \_\_\_\_\_

After completion send this form and the PE Notebook file location to the PM, COE and [cflcnadmin@dot.gov](mailto:cflcnadmin@dot.gov).