U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
Western Federal Lands Highway Division
610 E. 5th St. Vancouver, Washington 98661

Contract Number: _____

Project Number: _____

Project Name: _____

Project Closeout Checklist

(Include a completed checklist with your final records submittal)

Final Documents added to OneNote File

- ☐ QL-Pay zip file
- ☐ Award Photos zip file
- ☐ As-Builts (and shop drawings, bridge drawings etc. if applicable)
- ☐ Final sync of OneNote completed on: _____

Note: Upon receipt of this document, the project OneNote may no longer be available to you

Final Documents Mailed to Final Review (if applicable) (Include WFLHD-110 in shipment(s))

- ☐ Photos CD/USB (Password for USB in Notes section) →
- ☐ SWPPP
- ☐ As-Builts (original hardcopy if completed by hand)
- ☐ Other items (listed on WFLHD-110)

Notes:

Final Documents and Items Emailed to Final Review WFL.Final_Review@dot.gov

- ☐ List of any remaining issues and outstanding payments
- ☐ USB descriptions and password for each USB (if applicable)
- ☐ Client/Customer Satisfaction Survey contact information including: respondents first name, last name, email, and client agency

Other Closeout Items

- ☐ CPARS submitted to COE on: _____
- ☐ Reviewed inbox/sent folder and transferred all project related emails to a designated project folder in email inbox (All Project Staff)
- ☐ Client/Customer Satisfaction Survey contact information (required):

Respondents First and Last Name	Email	Client Agency