Award Date: _____ Project _____

Project Manager: _____ Lead Engineer: _____

Specification Technician Check List

The guidelines in the Contract Set SOP should be followed when developing the deliverables that will be used by the US Army Corps of Engineers, Chicago District. The following list of items is highlighted as an additional level of quality assurance.

Electronic File Check List

_____ 1) A total of _____ amendments recovered
_____ 2) Cover Sheet - Label as "Contract document", Indicate month / year of award
_____ 3) Table Contents - Updated
_____ 4) 00010 - Signed contract SF 1442 and completed bid schedule
_____ 5) 00700 - Updated
_____ 6) 00800 - Physical data attachments
_____ 7) Wage rates at award. Date _______________
_____ 8) 01100 - Form 4267 (dredging only) and Minority data/report (Gary, IN. only)
_____ 9) 01330 – Submittal Form, include contract no and Form 4025
_____ 10) 01355 - NPDES attachment (Illinois only)
_____ 11) 01451 – Sample Report
_____ 12) 01580 - Project and safety signs and graphic attachment
_____ 13) All Divisions - All amendments incorporated
_____ 14) All Divisions - All sections included in Table of Contents
_____ 15) All Divisions - Contract no. on all pages
_____ 16) Compiled pdf, SpecsIntact sections and supporting documents are electronically provided to Chicago District in accordance with the SOW.

Printed Specification

_____ 1) The specifications were printed from the compiled pdf and each section verified against the table of contents, to insure no sections were missed and in proper order.
_____ 2) Submittal Register (4288.txt) given to US Army Corps of Engineers, Chicago District

_____ _____

Specification Technician Date A/E Quality Manager Date