



Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION

Construction Group

CONSTRUCTION BULLETIN

02-04

To: District Engineers
Construction & Materials Orgs

Date: November 27, 2002

From: Julio Alvarado, Assistant State
Engineer, Construction

Subject: Documentation Using Checklists

The intent of these requirements is to affirm quality requirements at the beginning of a project, assure construction processes are in control and stabilized and that the product meets quality goals. The requirements compliment the ADOT Construction Manual and Standard Specifications, Section 105.11, Authority and Responsibility of Project Supervisor and Inspectors, as follows:

1. Construction Inspection Checklists shall be completed and submitted as a part of the Daily Diary, in addition to current diary and documentation requirements. Paper copies of the checklists must be included in the project files along with other documentation.
2. Inspectors shall obtain current copies of the checklists and discuss quality expectations with the contractor before the beginning of construction of each product covered by the checklists.
3. Standard Construction Inspection Checklists are available on the Microsoft Outlook Public Folders file, entitled Computerized Checklists. Instructions to access these checklists are shown on Exhibit 1.
4. One checklist shall be completed after each construction process change until the process is in control and stabilized to the satisfaction of the Engineer. Once the process is in control, the Minimum Checklist Frequency for Controlled Processes (Exhibit 2), shall be used. Exhibit 2 also shows the file name and most recent version of each checklist.
5. Checklists are constantly being developed and updated as new information becomes available, as the checklists are improved or as manufacturers change requirements. Review the MS Outlook Site before each inspection to assure the most current standard version of the checklist is being used. The version is designated by the date code shown in the upper right corner of the checklist header.
6. Project Checklists, which address specific project requirements, may be developed using the designer function on the MS Outlook Site. Computerized versions of checklists can be loaded into the inspector's computers and used in the field for completion of the checklists. Also, suggestions for improvement of Standard Checklists will be appreciated.
7. For assistance or suggestions, call Guillermo Silva in Construction Operations at 602.712.7618.

Exhibit 1

ADOT CHECKLIST ACCESS THROUGH MS OUTLOOK

1. Open **Microsoft Outlook**.
2. Click on **Public Folders** and you will see under Public Folders the following subfolders:
 - **Favorites**
 - **All Public Folders**
3. Click on **All Public Folders** and you will see a list of subfolders under it.
4. Find and click on **Construction** and the following subfolders will be shown:
 - **Construction Operations**
 - **Inspection Reports**
 - **Safford Construction**
5. Find and click on **Construction Operations** and the following subfolders will appear:
 - **Checklist Instructions**
 - **Computerized Checklist**
 - **Designers**
 - **Templates**
6. Find and click on **Computerized Checklist**.

Note: If you have a need to be in this file, click and hold the left button on computerized checklist and then drag it to the desktop or task bar and release the left button on mouse. At this time when Outlook is open, you can just click on the “**ICON**” of the “**Computerized Checklist**” and it will open for you. This is just a “**short cut**” to the folder.
7. Find the file you need and double click on it to open.
8. Once open, find either on your “**Word**” tool bar “**Save As**” or click on “**File**” and “**Save As**”.
9. Locate where you want to “Save it to” and click “**Save**”.

Now you can start using it or print out copies.

Note: This approach will only work if you are “**connected**” to the “**network**” and not on “**stand-alone**” mode (off line).
These files inside “**Computerized Checklist**” are “**Read Only**” and cannot be saved. If you cannot open the “**Construction Operation**” folder or “**Computerized Checklist**” folder or open a file, call your “**help desk**”.

Exhibit 2

Status of Standard Construction Inspection Checklists

June 20, 2003

CHECKLIST NAME	NEW FILE NAME	VERSION(date of last change)	Minimum Checklist Frequency for Controlled Processes
General Provisions Division I			
Bulletin Board Job Site	(107) Bulletin Board	062403	One per project
Grading – Division II			
Grading	(205) Grading	070501	One per material type change
Subgrade, Subbases and Bases – Division III			
Aggregate Bases and Subbases	(303) Aggregate Bases and Subbases	070501	One per day
Geocomposite Wall Drain	(307) Geocomposite Wall Drain	121803	One per member
Asphalt Roadways – Division IV			
Asphalt Batch Plant	(406-417) Batch Plant	070301	One per week
Asphalt Continuous Flow Plant	(406-417) Continuous Flow Plant	040401	One per week
Asphalt Drum Plant	(406-417) Drum Plant	040501	One per week
Asphaltic Concrete 406	(406) Asphaltic Concrete	050401	One per week
Asphaltic Concrete Friction Course(407)	(407) Asphaltic Concrete Friction Coarse	051001	One per day
Asphalt Rubber (413)	(413) Asphalt Rubber	030503	One per day
Asphalt Rubber Friction Course (414)	(414) Asphalt Rubber Friction Coarse	030503	One per day
Asphaltic Concrete (416)	(416) Asphaltic Concrete	040901	One per week
Asphaltic Concrete (SHRP 417)	(417) Asphaltic Concrete Shrp	40901	One per week
Asphalt Rubber Blending & Hot Mix Plant	(413-414) Asphalt Rubber Blending & Hot Mix Plant	040803	One per week
Chip Seal Coat	(404) Chip Seal Coat	070301	One per day
Bituminous Tack Coat	(404) Tack Coat	071703	One per day
Concrete Roadways – Division IV			
PCCP (Pre-Paving Quality)	(401) PCCP (Pre-Paving	02022006	One per

Assurance)	Quality Assurance)		week
PCCP (Slip Form Placement and Curing)	(401) PCCP (Slip Form Placement and Curing)	02022006	One per week
PCCP (Fixed Form Placement and Curing)	(401) PCCP (Fixed Form Placement and Curing)	02022006	One per week
PCCP (Joints, Dowels and Tie Bars)	(401) PCCP (Joints, Dowels and Tie Bars)	02022006	One per week
PCCP (Sawing and Sealing)	(401) PCCP (Sawing and Sealing)	02022006	One per week
PCCP (Crack Repair)	(401) PCCP (Crack Repair)	02022006	One per shift when required
Drainage Facilities – Division V			
Cast-in-Place Pipe	(501) Cast in Place Pipe	5162001	One per week
Plastic Pipe	(501) Plastic Pipe	5162001	One per week
Corrugated Metal Pipe	(501) Corrugated Metal Pipe	5162001	One per week
Reinforced Concrete Pipe	(501) Reinforced Concrete Pipe	02202001	One per week
Structures – Division VI			
Approach /Anchor Slab with Joint	(601) Approach - Anchor Slab with Joint	121803	One per member
Bridge Deck Joint	(601) Bridge Deck Joint	121803	One per member
Bridge Deck (Superstructure)	(601) Bridge Deck (Superstructure)	121803	One per member
Cast in Place Box Girder Bridge	(601) Cast in Place Box Girder Bridge	121803	One per member
Precast Concrete I-Beams & Box Beams	(601) Precast Concrete I-Beams & Box Beams	121803	One per member
Substructure	(601) Substructure	121803	One per member
Reinforcing Steel Placement	(605) Steel Reinforcement	10252004	One per member
Drilled Shaft (Dry Excavation)	(609) Drilled Shaft (Dry Excavation)	07282005	One per week
Drilled Shaft (Wet Excavation)	609) Drilled Shaft (Wet Excavation)	07282005	One per week
Falsework	(601) Falsework	4252001	One per setup
Concrete Box Culverts	(601) Concrete Box Culvert	4252001	One per member
Overhead Sign Structures	(606) Overhead Sign Structures	07262004	One per unit
Warning Marker & Regulatory Sign Panels	(606) Warning Marker & Regulatory Sign Panels	07262004	One per unit
Overhead Tapered Tube Structure	(606) Overhead Tapered Tube Structure	07262004	One per unit
Roadside Sign Supports:	(607) Breakaway Posts	07262004	One per

Breakaway Posts S & W	S & W		unit
Milepost Markers	(607) Milepost Markers	07262004	One per project
Roadside Sign Supports: Perforated	(607) Perforated Sign Posts	07262004	One per project
Overhead Sign Panels	(608) Overhead Sign Panels	07262004	One per unit
Traffic Control Facilities – Division VII			
Long Term Traffic Control > 3 Days	(701) Traffic Control Long-Term	06012004	One per setup change
Short Term Traffic Control	(701) Short-Term Traffic Control	05192004	One per setup change
Double Fines in Work zone, SA-12	(701) Double Fines	05192004	One per setup change
Roadway Striping	(701) Roadway Striping	05242004	One per application
Temporary Concrete Barrier	(701) Temporary Concrete Barrier	03182004	One per setup change
Arrow Panel Changeable Message Board	(701) Arrow Panel Changeable Message Board	012704	One per setup change
Flagging Station Traffic Control	(701) Traffic Control Flagging Station	05252004	One per setup change
Truck Mounted Attenuator	(701) Traffic Control Truck Mounted Attenuator	03182004	One per setup change
Sand Barrel Crash Cushions	(701) Sand Barrel Crash Cushions	05242004	One per setup change
Roadside Development – Division VIII			
Landscape Construction-Phase 1	(801-8-6 & 808) Landscape Phase-1	080801	One per project
Landscape Establishment Phase-2	(807) Landscape Phase-2	072501	One per project
Class 11 Seeding	(805) Class11Seeding	061702	One per project
Storm Water Administrative Checklist	(810) Storm Water Administrative Checklist	06282005	One per project
Storm Water Erosion /Sediment Control	Storm Water Erosion /Sediment Control	08022005	One per month
Concrete Incidentals – Division IX			
Curb and Sidewalks	(908) Curb & Sidewalk	040201	One per week
Concrete Curing	(1006) Cure	040301	One per week
Concrete Class S or B	(1006) Concrete Class S or B	01312006	One per

			week
Guardrail Incidentals – Division IX			
ET-Plus End Treatment HBA Post (AC)	(905) ET Plus (AC)	040803	All units on the project
ET-Plus End Treatment (Concrete)	(905) ET Plus (Concrete)	030303	All units on the project
SRT-350 HBA Post	(905) SRT 350 HBA Post	092002	All units on the project
FLEAT-350 End Treatment	(905) Fleat 350	091802	All units on the project
SKT-350 End Treatment	(905) SKT350	082503	All units on the project
SKT-350 End Treatment (AC)	SKT-350 (AC)	030304	All units on the project
SKT-350 End Treatment (Concrete)	SKT-350 (Concrete)	030304	All units on the project
Quadguard System	(905) Quadguard	022002	All units on the project
Thrie Beam Guardrail	(905) Thrie-Beam	120202	All units on the project
W-Beam Guardrail	(905) W-Beam Guardrail	100202	One per run
Other Incidentals – Division IX			
Median Cable Barrier and Anchor System	(905) Cablebarrier	010600	One per run
Wire Rope Safety Fence	(905) Wire Rope Safety Fence	112503	One per run
Chain Link Fence and Gates	(902) Chain Link Fence and Gates	04182005	One per week
Wire Fence and Gates	(903) Wire Fence and Gates	04182005	One per week
Mechanically Stabilized Earth Walls	(914) Mechanically Stabilized Earth Walls	04272005	One per run

Last updated, 02-06-2006 gws