**This will not work unless macros are enabled! Set Tools > Macro > Security… to Medium, close and reopen document, then select Enable Macros when prompted.**

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| **Survey File Checklist** |

Project Surveyor - **Check** the appropriate “**Requested by Surveys**” box for each item required.

Project Engineer - **Check** the appropriate “**Included**” or "**Confirmed**" box when preparing the Survey File.

Submit this checklist with the Survey File.

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| ***Project Information*** |

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| **District:** | |  | **County:** |  | **Route:** |  | **PM (KP) Limits:** | |  | | **EA#:** |  |
|  | | | | | | | | | | | | |
| **Project Engineer** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Name:** |  | | | | | | | **Phone #:** | |  | | |
| **e-mail:** |  | | | | | | | **Phone #:** | |  | | |
|  | | | | | | | | | | | | |
| **Engineer Preparing Survey File** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Name:** |  | | | | | | | **Phone #:** | |  | | |
| **e-mail:** |  | | | | | | | **Phone #:** | |  | | |
|  | | | | | | | | | | | | |
| **Project Surveyor** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Name:** |  | | | | | | | **Phone #:** | |  | | |
| **e-mail:** |  | | | | | | | **Phone #:** | |  | | |
|  | | | | | | | | | | | | |
| **Structures Engineer** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Name:** |  | | | | | | | **Phone #:** | |  | | |
| **e-mail:** |  | | | | | | | **Phone #:** | |  | | |
|  | | | | | | | | | | | | |
| **Construction Area Engineer** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Name:** |  | | | | | | | **Phone #:** | |  | | |
| **e-mail:** |  | | | | | | | **Phone #:** | |  | | |
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| ***Attachments*** |

Included **Contact List**

Included **Datum Listing**

Included **Project Reference List**

Included N/A **Additional Instructions**

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| ***Project Deliverables*** |

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| Contract Plans | Hardcopy |  |

Requested by Surveys # of Copies  Included **Plan set submitted at PS&E**

Requested by Surveys # of Copies  Confirmed **Reduced** (11” x 17”)

Requested by Surveys # of Copies  Confirmed **Full size**

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| Project Control | Electronic Format: |  |

Requested by Surveys  Included **Control used during collection of topographic data**

Requested by Surveys  Included **Control set for construction stakeout**

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| Requested by Surveys  Included **Other:** |  |

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| Topography | Electronic Format: |  |

Requested by Surveys  Included **Topographic data**

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| Requested by Surveys  Included **Other:** |  |

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| --- | --- | --- |
| Base Map | Electronic Format: |  |

Requested by Surveys  Included **Alignment data, roadway & drainage features, etc.**

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| Requested by Surveys  Included **Other:** |  |

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| Alignments | Electronic Format: |  |

Requested by Surveys  Included **Highways, ramps, & branch connections**

Requested by Surveys  Included **City, county, and frontage roads**

Requested by Surveys  Included **Detours**

Requested by Surveys  Included **Curb returns, islands, & pullouts**

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| Requested by Surveys  Included **Other:** |  |

Requested by Surveys  Included **Printed copies of requested alignment traverses**

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| Profiles | Electronic Format: |  |

Requested by Surveys  Included **Highways, ramps, & branch connections**

Requested by Surveys  Included **City, county, and frontage roads**

Requested by Surveys  Included **Detours**

Requested by Surveys  Included **Curb returns, islands, & pullouts**

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| Requested by Surveys  Included **Other:** |  |

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| Cross Sections | Electronic Format: |  |

Requested by Surveys  Included **All roadways**

Requested by Surveys  Included **Bridge**

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| Requested by Surveys  Included **Other:** |  |

Requested by Surveys  Included **Printed copies of requested cross sections**

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| Slope Stake Listings | Electronic Format: |  |

Requested by Surveys  Included **All roadways**

Requested by Surveys  Included **Number of stations per page:**

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| Requested by Surveys  Included **Other:** |  |

Requested by Surveys  Included **Printed copies of requested slope stake listings**

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| Right of Way | Electronic Format: |  |

Requested by Surveys  Confirmed **Hardcopy of final R/W Appraisal Map**

Requested by Surveys  Confirmed **Right of Way coordinate geometry**

Requested by Surveys  Confirmed **Monument perpetuation documentation**

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| Requested by Surveys  Confirmed **Other:** |  |

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| Structural Systems - District | Electronic Format: |  |

Requested by Surveys  Included **Retaining wall and sound wall LOL’s**

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| Requested by Surveys  Included **Other:** |  |

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| Structural Systems - Structures | Electronic Format: |  |

Requested by Surveys  Confirmed **Retaining wall and sound wall LOL’s**

Requested by Surveys  Confirmed **Bridge control monuments**

Requested by Surveys  Confirmed **Bridge abutment & wing wall LOL’s**

Requested by Surveys  Confirmed **Column, bent, & pier LOL’s**

Requested by Surveys  Confirmed **Edge of deck LOL’s**

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| Requested by Surveys  Confirmed **Other:** |  |

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| Drainage Systems | Electronic Format: |  |

Requested by Surveys  Included **C/L of pipes and culverts**

Requested by Surveys  Included **In-stream and channel facilities**

Requested by Surveys  Included **Headwall LOL’s**

Requested by Surveys  Included **Flow line Profile**

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| Requested by Surveys  Included **Other:** |  |

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| --- | --- | --- |
| Digital Design Model | Electronic Format: |  |

Requested by Surveys  Included **Finished Grade**

|  |  |
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| Requested by Surveys  Included **Other:** |  |