

**Compaction of Earthwork Pre-Work Checklist**  
**PRE-WORK SHEET FOR PROJECT MANAGERS**

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**Use this check list in conjunction with Part IV of the KDOT Construction Manual**

- 1 Proposal Received?
- 2 Review Proposal and Specifications, highlight important facts. Know proposal and Specifications well to answers be able to find quickly and accurately.
- 3 Review and check earthwork balances and phasing.
- 4 Have any items been noted that need addressed during the pre-con meeting?
- 5 Is the contract on CMS?
- 6 Review materials report, check line items for correct material codes and delete unnecessary items
- 7 Is the contract downloaded on project manager's laptop?
- 8 Create All Field Books
  - Use the documentation manual online
- 9 Make personnel assignments for job
- 10 Are all Subcontractors approved for this project?
- 11 Have soil samples been taken to M&R to develop proctor
  - Sample of each soil to be used on the project
- 12 Form 219 For storm water pollution been filled out and submitted
- 13 Review testing frequency for type of compactions required
- 14 Equipment ready for testing moisture and density
  - Are the calibrations current
- 15 Jars with soil samples with inspector
- 16 Have all borrow/waste areas been approved
- 17 Have borrow areas been cross-sectioned?
- 18 Does the sheepsfoot roller meet specifications?

## Compaction of Earthwork Construction Checklist

### "DAILY FIELD DATA"

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Use this check list in conjunction with Part IV of the KDOT Construction Manual

An equipment spread is defined as collection of equipment including at least each one of the following pieces, a hauling machine, a motor grader, and a compaction machine.

#### Daily Diary Items

- 1 Record reason for **NOT** charging a working day.
- 2 Record what work is being done by contractor or sub-contractor.
- 3 Record weather and site conditions.
- 4 Record controlling Item of Work.
- 5 Record equipment and Personnel listed.
- 6 Record length and cause of delays.
- 7 Record disputed items. (Not a place for personal opinions)
- 8 Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
- 9 Record daily pay quantities for items
- 10 Record location of fill/cut and where material coming from (contractor furnished)

#### Miscellaneous Data (Record necessary data in field book, anything measured needs to be recorded)

- 11 Record volume of hauling equipment (calibration of loaders bucket and trucks)
- 12 Record daily load count and type (Rock, soil)
- 13 Make sure the haul road is not blowing dust onto traffic, contractor will need to water if necessary
- 14 Motograder leveling the fill
- 15 Lifts are proper thickness
  - 8" for soil loose
  - 10" loose for rock/soil mix
  - 24" for rock
- 16 Compaction equipment keeping up with the fill
- 17 Project has liquidated damages record whether damages are Type A or Type B

#### Testing

- 18 Check construction manual for frequency for Type of Compaction
- 19 Proctors and soil samples on hand?
- 20 When different types of soils are used, combine proctors numbers to ensure an representative standard density/moisture for testing
- 21 Check moisture using speedy or other approved method
- 22 Check density using nuclear density gauge or other approved method
- Does the spread have stability?
- 23 Record results from test
- If test fail have contractor correct by adding water or aerating soil
- 24 At the end of the day is the embankment properly compacted and cut to drain properly

## Compaction of Earthwork Construction Checklist

### "Finaling"

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- 1 Print "Material Report Final" from CMS (both "acceptance" and "non-acceptance" reports).
- 2 Are all the "Primary Material Codes" correct at this point. If not, it would be best at this point to simply make the incorrect ones a "substitute" instead of trying to correct them completely by transferring materials off and then back.
- 3 Are all dates entered in CMS? (Work Completed, Acceptance, etc)
- 4 Make any necessary material re-assignments.
- 5 Prepare deviation report as per "District Policy".
- 6 All change orders completed, sent to contractor and approved by Director
- 7 All sample identifications completed (SID's)
- 8 Final contract material report zeroed
- 9 Are conversion factors needed? If so, apply the appropriate conversion factors.
- 10 Final estimate sent to contractor
- 11 Finals and proper forms sent to District