

# FILE CHECKLIST

## Grassed Waterway (412)

### Design File:

- I&E documentation (signed with JAA)
  - Resource Concern(s)
  - Proposed practice(s)
  - Extents of practices
- Design survey notes
- Design documentation (all sheets signed checked)
  - Drainage area map(s), RCN calculations, EFH2 calculations and documentation
  - Soils map(s), Engineering properties printout, allowable stress documentation
  - EFT Waterway Documentation report
  - EFT Underground Outlet Documentation report (if applicable)
- Plan set (checked, signed with JAA)
  - Drawings
    - Cover Sheet (EFT Map Sheet or similar)
    - Plan Map (show benchmark location)
    - Waterway profile (EFT Waterway Profile report)
    - Cross-sections (EFT Waterway Cross-Section report, use scale factor = 5)
    - Cut sheet (EFT Waterway Cut-Sheet report)
    - Tile profile (EFT Pipeline Profile report)
    - Tile cut sheet (EFT Construction Checkout report)
    - *Optional* – EFT Benchmark report (if not included anywhere else in the drawings)
  - Construction & Material Specifications
    - Specification Cover Sheet (signed/dated with JAA)
    - Grassed Waterway Specification and Detail Sheet (or similar index sheet)
- Cost Estimate / Bid Sheet
- Inspection Plan (if applicable)
- Seeding Sheet
- O&M plan(s) with landowner signature cover sheet
- Signed Cooperator's Approval Statement (on the drawings or separate sheet)
- MN-ENG-098 Utility Notice (Part 1 signed by landowner), documentation of Part 2 (GSOC ticket status printout)
- Documentation of pre-construction meeting
- Inspection and Certification documents
  - Inspection documentation (photos, technician's notes, etc.)
  - Material certification (photos of tile, ASTM #'s, seed tags, etc.)
  - As-built survey notes and drawings
  - ENG-50 certification form (signed with JAA)

### Landowner's File:

- Plan set (drawings and specs)
- Cost Estimate / Bid Sheet
- Inspection Plan (if applicable)
- Seeding Plan
- O&M plan(s)
- MN-ENG-098
- Cooperator's Approval form (only needed when the statement is not on the drawings)

### Contractor's File:

- Plan set (drawings and specs) – *see list above*
- Inspection Plan (if applicable)
- MN-ENG-098 (GSOC Form Part 2)