



OFFICE MEMORANDUM

DATE: May 29, 1996

TO: District Engineers
District Field Engineers
District Construction Engineers
District Office Engineers
Resident/Project Engineers

FROM: Paul F. Miller James Culp
Engineer of Construction Engineer of Traffic & Safety

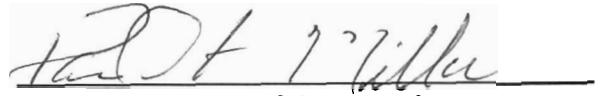
Larry Brown
Engineer of Maintenance

SUBJECT: Joint Construction, Maintenance and Traffic & Safety
Construction Instructional Memorandum 1996-~~2~~ f
Final Inspection, Punch List and Project Acceptance

The Recommendations/Final Estimate Process Re-Engineering Team has proposed the following procedures in regards to Final Inspection, Punch List, and Project Acceptance. This memo approves these procedures for implementation effective immediately.

1. The Resident/Project Engineer will communicate to the contractor that it is the contractor's responsibility to notify the Engineer when the work is complete and wants the Engineer to initiate a Final Inspection to verify if the completed work is eligible for acceptance.
 2. Upon receiving notification from the contractor requesting a final inspection, the Resident/Project Engineer will notify, in writing, the District Field Engineer, District Operations Engineer, and FHWA Area Engineer (if applicable) of the final inspection date. The Engineer's notification will request they, or their representative, participate in the final inspection to verify if the work is eligible for acceptance and that each submit in writing any recommendations for corrections if the work is not eligible for acceptance. The Resident/Project Engineer will review all recommendations identified by the various representatives and compile all appropriate deficiencies into a single document. This document will be the only officially identified **PUNCH LIST*** submitted to the contractor. The punch list will be submitted to the contractor with instructions that these deficiencies shall be corrected prior to acceptance of the project. If the deficiencies are not corrected prior to the specified date on the punch list, liquidated damages will commence.
- * *Note:* It is the expectation that the project office and the contractor will be routinely communicating about any deficiencies or corrections that should be made at the appropriate times as various work items are completed so they can be handled in a timely manner. These routine communications should not be identified as punch lists, as the designation should be used only for the document referred to in Item #2.


3. **Immediately** upon completion of the Punch List items, the Project/Resident Engineers will advise the Field Engineer that the project has been satisfactorily completed and the Acceptance Report can be submitted.



Engineer of Construction



Engineer of Maintenance



Engineer of Traffic & Safety

PFM:LB:JC:GCT:srh

cc: Lansing Construction Division Engineers
Lansing Construction Division Technicians
Engineering Services Division
M & T Division
Design Division
Division Admin. For Financial Services
G. Taylor
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Phyllis Fhaner
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Subject Index: Construction Inspection/Certification