

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
REPORTING STARTING AND COMPLETION OF PROJECTS

Date _____

County _____ Residency _____
 District _____ Contract I.D. No. _____
 State Project No. _____ Federal Project No. _____
 PPMS No. _____

Contractor _____

| | DATE STARTED | DATE COMPLETED |
|---------------------|--------------|----------------|
| Contract Work | _____ | _____ |
| State Force Account | _____ | _____ |
| Railway Work | _____ | _____ |
| Utilities | _____ | _____ |

All work on the Agreement Estimate dated _____ was completed _____ and this project is ready for final inspection by the Federal Highway Administration.

The above project was inspected on _____ by _____
Name

_____ and found to be clear of all encroachments except permissible utilities otherwise noted below.
Title

All entrances have been inspected prior to final acceptance, as set forth in the Construction Manual, and found to be satisfactory except as noted below.

REMARKS OR EXPLANATIONS:

Right of Way is complete – No outstanding condemnations or expenditures. Yes No

 Remarks

Utilities are complete – No outstanding utility billings or expenditures. Yes No

 Remarks

Area Construction Engineer

District Administrator

Copy
 State Construction Engineer
 Programming Division – Finance Section
 Location and Design Engineer
 Environmental Division Administrator
 Materials Engineer
 Right of Way and Utilities Director
 Fiscal Manager
 Project Manager

Director of Rail, Department of Rail and Public Transportation (R/R Projects Only)
 State traffic Engineer
 Local Assistance Director
 Administrative Services Division Administrator (Capital Outlay Projects Only)
 Project Inspector
 Contractor (Starting and Completion of Contract Work Only)
 Division Administrator, Federal Highway Administration
 Information Technology Division (HTRIS)
 District Survey Manager

INSTRUCTIONS

This form is to be prepared immediately subsequent to the starting and completion of each phase of work shown hereon.

The statement relative to clearance of encroachments is to be completed on the form reporting final completion

The Area Construction Engineer is to coordinate with Right of Way and Utilities to verify no outstanding condemnations, utility billings or expenditures.

The Area Construction Engineer is to sign and forward the completed form to the District Administrator for review and distribution.

Each successive form is to include all information shown on previous forms and an explanation of the change.

The form bearing notice of final completion is to be signed by the District Administrator.