

Active Construction Project Tracking Form  
 Project Name / CIP #

Milestone	Date Completed
DEQ Approval or Waiver	
Final Opinion of Probable Construction Cost Submitted	
Conformed Documents Submitted	
Pre-Construction Meeting Held	
Notice to Proceed (NTP) Issued to Contractor	
Contractor's Preliminary Construction Schedule Submitted	
Hydrostatic Pressure Test	
Interim Record Drawings Submitted	
Final Record Drawings Submitted	
Interim Valve Guides Submitted	
Final Valve Guides Submitted	
Certificate to Construct (CTC) Received from VDEQ	
O&M Manuals Submitted	
Equipment Records Form Populated and Submitted	
Certificate to Operate (CTO) Received	
Certification of Substantial Completion	
Contractor's Final Payment Submitted (verification of project final completion)	
Contractor Post Construction Evaluation Completed	
Engineer's Final Payment Submitted	
Engineer / Architect Evaluation Completed	
Letter of Warranty Completion Submitted	

**NOTES**

- Interim and Final Valve Guides to Operations and CAD/GIS
- Interim and Final Record Drawings to Operations and CAD/GIS
- Engineer Evaluation (within 60 days of Final Payment to Professional Services Firm)
- Contractor Evaluation (within 60 days of Final Payment to Contractor)