



# INSPECTOR'S FIELD OFFICE AND INSPECTION FACILITIES PROJECT DEVELOPMENT CHECKLIST

## PART 1. TO BE COMPLETED BY DISTRICT DESIGN UNIT

Project No.	District	County
S.R.	Section	Project Designer
Estimated Project Cost	Anticipated Letting Date	

The District Design Unit is preparing the Plans, Specifications, and Estimate (PS&E) package for the above referenced project. Use the table provided below to indicate what should be included in the project:

- The 609 Qty column is to identify which of the following items will be included in the 609 Special Provision "Table A Appendix": Office(s)/Laboratory, Communication Equipment, Electronic Equipment, Specialized Equipment, Internet Service and Miscellaneous Items.
- The PennDOT Supplied column is to identify the number of Communication Equipment and Electronic Equipment that will be supplied by BIO IT.
- The Municipal Project (688 Spec) Column is for Municipal Projects only. Note the 688 Spec is permissible to use for Municipal Projects utilizing the Pub 408 only.
- The Scheduling (689) Column is to identify the type of Schedule the project will use.
- The Partnering (690) column is to identify the type of Partner the project will use.

## PART 2. TO BE COMPLETED BY DISTRICT CONSTRUCTION UNIT

Table A					
Office(s)/Laboratory	609 Qty	PennDOT Supplied	Municipal Project (688 Spec)	Scheduling (689)	Partnering (690)
Inspector's Field Office - Type A					
Inspector's Field Office - Type B					
Inspector's Field Office - Type C					
Proportioning Plant Office					
Field Laboratory					
<b>Communication Equipment</b>					
High Capacity MFD					
Low Capacity MFD					
Cellular Phone(s)					
<b>Electronic Equipment</b>					
Desktop Computer					
Laptop Computer					
<b>Specialized Equipment</b>					
Surveyor's Level & Measuring Rod					
Electronic Digitizer					
Digital Display Level					
Infrared Thermometer					
Laser Range Finder					
Paper Shredder					
Digital Camera					
<b>Internet Service</b>					
Internet Service Provider					
Wireless Internet Broadband Router					
<b>Miscellaneous Items</b>					
Computer Media *					
High Yield MFD Ink/Toner Cartridges					
<b>Construction Scheduling</b>					
<b>Partnering</b>					

## PART 3. TO BE COMPLETED BY THE ADE FOR THE RESPONSIBLE UNIT (CONSTRUCTION OR MAINTENANCE)

ASSISTANT DISTRICT EXECUTIVE (or Representative) – CONSTRUCTION / MAINTENANCE

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SIGNATUREDATE