



## INSTRUCTIONS FOR COMPLETING THE WORK ZONE TRAFFIC CONTROL COMPLIANCE CHECKLIST AND NOTIFICATION FORM CS-901

### When to use Form CS-901:

- 1.) Long Term Work Zone Traffic Control Compliance Reviews:
  - The Department Representative shall use Form CS-901 to document all long-term work zone traffic control compliance reviews.
- 2.) Short Term Work Zone Traffic Control Compliance Reviews:
  - The Department Representative shall use Form CS-901 to document short term work zone traffic control issues and conditions in situations where the contractor neglects or refuses to correct identified deficiencies. This documentation is required in the event assessment of liquidated damages is appropriate or becomes necessary.

In situations where short term work zone traffic control measures are correct and in compliance with Publication 213, PATA #, the Department Representative shall include a statement in their PSA, for the operation they are reviewing in lieu of using Form CS-901.

### How to complete Form CS-901:

- 1.) Enter the Contract number on the form then begin by listing all the traffic control devices that you will need to review. Listing them in the order of how you will drive the traffic control route is recommended. On large projects your list can also be separated for the various stages of construction. Once the devices are listed **save the form as a template** so you can reuse it as many times as necessary without having to list all the devices again.
- 2.) When you are ready to do your daily traffic control review, print out a copy of the template and complete the month, day, year, time of review, and the Inspectors name performing the review. Take this hardcopy with you and complete the required information shown on the form for each traffic control device.
- 3.) After completing your review you have two options:
  - a. If no deficiencies were noted during the review, complete the box "Delivered Hardcopy to Contractor" by placing a check in the "NO" box, unless the contractor has requested a copy of reviews with no deficiencies. Some contractors may want a copy of all completed reviews, which is permitted. Keep a hardcopy of the review in the project records or you may keep an electronic copy of the review on the project computer. Each review shall be available for inspection oversight purposes.
  - b. If deficiencies are noted on the review, complete the box "Delivered Hardcopy to Contractor" by placing a check in the "YES" box. Also complete the month, date, year, and time the form was delivered to the contractor. **The time the form was delivered to the contractor is important because the contractor has a specified amount of time, according to Section 901.3(t), to correct the deficiencies after this notification is delivered and before liquidated damages are assessed. Obtain the signature of the contractor's field person in charge on the form, in the box "Recipient of Notification", for proof of receipt and make a copy of it for the project records. If they refuse to sign the form, print the name of the person and note that they refused to sign, in the box "Recipient of Notification".**

An electronic copy of Form CS-901 can be emailed to the contractor's home office and a hardcopy of Form CS-901 can be given to the contractor's field person in charge.

Notify your Assistant Construction Engineer/Manager prior to actually assessing liquidated damages.

**NOTE: Good and timely communication with the contractor concerning deficiencies found during a work zone traffic control review is imperative. Form CS-901 is being used as a review checklist for Department Representatives and can also serve as written notification that liquidated damages will be assessed according to Publication 408, Section 901(t).**