

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	5	1	5	3/6/2013

SUBJECT: ACCEPTANCE OF CONSTRUCTION PROJECTS

- 1. PURPOSE:** The purpose of this directive is to establish a uniform procedure for acceptance of construction projects.
- 2. POLICY:** Only the Chief Engineer has the authority to accept completed Construction projects, with the exception of projects that are letter bid in the Districts, in which case approval authority has been delegated to the District Administrators.
- 3. PROCEDURE:** The procedure for final inspection is as follows:
 - A. Final inspection shall not be made until all traffic control devices, as well as safety appurtenances such as signs, pavement markers, pavement markings, guardrail, etc. are in place within the limits of the project, regardless of whether the work is to be done by the contractor, the Department, or other.
 - B. Final inspection on Federal DBE/SBE Goal Projects shall not be signed off on until all required DBE/SBE paperwork is reviewed and approved by the Compliance Section.
 - C. The contractor shall be verbally advised that the project is being accepted and will be instructed to remove all construction signs and barricades.
 - D. A final inspection must be made for the project to be accepted, and the Final Inspection form must be filled out in the [Project Final Inspection](#) database in Lotus Notes.
- 4. OTHER ISSUANCES AFFECTED:** This directive supersedes EDSM III.5.1.5, dated March 17, 2010. All other directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.
- 5. EFFECTIVE DATE:** This directive will be effective immediately upon receipt.

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