

Policy & Procedure Document

Last Modified: 05/29/2007
Reviewed for Version: SiteManager 3.7

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1C

ITEM: FINAL OUTSTANDING ITEMS REPORT

REVISED: 05/29/2007

SCOPE:

To establish a policy and procedure for the utilization of this report in the material's certification documentation process. **This policy applies to all contracts awarded June 2007 and later, and may be optionally used for projects awarded prior to June 2007.**

GENERAL:

The Final Outstanding Items Report is a summary of all Contract Items that had neither SiteManager Sampling and Testing Requirements established nor SiteManager Sample Records (ie: materials were not addressed in SiteManager). If Contract Items of this nature exist, this report is a required document that shall be attached to the Material Certification Letter.

This report is sorted by Project/Line No., and displays the sum of bid quantity and net change order quantity for the Item. The report also displays "nomats" in the right column area when the nomats (No Materials) material code is associated. Items with the "nomats" material code would not have appeared on the original Outstanding Item List (OIL). This report is obtained by selecting a Contract.

If material concerns exist, a Comment space is included for hand-written remarks to indicate they were satisfied. When hand-written remarks are appropriate, they should be completed prior to attaching the report to the Materials Certification Letter.