

Vermont Agency of Transportation – Route Survey Checklist

Route Survey Checklist Project Information	
Project Name:	
Project Number:	Date:
PMS Number:	Checked By:
Survey Crew or Consultant:	

<u>DELIVERABLES</u>		<u>REMARKS</u>
1) _____	Proper plat of survey <ul style="list-style-type: none"> • Contour intervals (Major to Minors) 	
2) _____	File naming prefix convention followed <ul style="list-style-type: none"> • (Consultant – zPROJ#.*, Survey – xPROJ#.*) 	
3) _____	File naming of individual files <ul style="list-style-type: none"> • (xPROJ#sav.* etc.) 	
4) _____	All applicable files submitted <ul style="list-style-type: none"> • (.dgn, .dtm, .rw5, .ics, .fwd, .alg, .leg) 	
5) _____	MicroStation Design File	
6) _____	Vermont State Plane Grid Coordinates utilized	

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<u>FIELD ITEMS TO CHECK</u>		<u>REMARKS</u>
1) _____	Proper file headers <ul style="list-style-type: none"> • (Project name, project number, surveyed by, Date, location, etc.) 	
2) _____	Proper datum utilized <ul style="list-style-type: none"> • See survey request or scope of work 	
3) _____	Survey Adjustment file <ul style="list-style-type: none"> • Horizontal and Vertical 	
4) _____	Proper survey closure (Min. Standard) <ul style="list-style-type: none"> • 1:10,000 	
5) _____	Traverse ties – documented <ul style="list-style-type: none"> • See section 4-2 of Survey Manual 	
6) _____	Field sketches submitted	
7) _____	Notations included in field survey files <ul style="list-style-type: none"> • (Poles, signs, mm, etc.) 	
8) _____	Photos taken of project area and bridge	
9) _____	Survey Audit Trail File <ul style="list-style-type: none"> • (Record of Changes and/or edits made to survey) 	

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<u>CADD ITEMS TO CHECK</u>		<u>REMARKS</u>
1) _____	Proper shot spacing (60 Feet or 20 Meters) <ul style="list-style-type: none"> • (Refer to survey manual page 5-2) 	
2) _____	Complete collection of data <ul style="list-style-type: none"> • (Bridge seats etc.) 	
3) _____	Correct collection of break line data	
4) _____	Proper feature code utilized	
5) _____	Followed route survey manual of procedures for collection of data <ul style="list-style-type: none"> • (Curb points collected across from each other etc.) 	
6) _____	MicroStation Design file <ul style="list-style-type: none"> • (Not converted from AutoCAD; Proper DGN seed file used, w/ unit Setting Resolution of 1000 per Millimeter for English and Metric) 	
7) _____	Proper Working Unit Settings <input type="checkbox"/> English: Master Units: (Survey Feet) Sub Units:(Survey Inches) <input type="checkbox"/> Metric: Master Units: (Meters) Sub Units:(Millimeters)	
8) _____	InRoads preference files utilized	
9) _____	Level symbology set correctly <ul style="list-style-type: none"> • (Level = color, only color override on) (Font resource and Cell files utilized) 	
10) _____	Scale at run time used for metric projects	

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<u>CADD ITEMS TO CHECK (Cont.)</u>		<u>REMARKS</u>
11) _____	Line style resource file utilized	
12) _____	Proper levels utilized	
13) _____	VAOT Sort routine utilized to filter ground shots	
14) _____	Proper Procedure for adding break lines • (Not dams in river)	
15) _____	Free of black holes	
16) _____	Triangulation across buildings • (No obscure areas)	
17) _____	Triangles segments length • [1.5ft (0.5m) bridge, 10ft (3m) road, 100ft (35m) other]	
18) _____	Proper Trimming of triangles	
19) _____	No Crossing line segments	
20) _____	Original crossing line segments • Were they modified correctly?	
21) _____	Front view – fit (not spikes shown)	
22) _____	No crossing contours • (InRoads can not models over-hangs)	
23) _____	Design file compressed and view saved to project area.	
24) _____	Meets survey request	
25) _____	Meets route survey requirements to be transferred	