|  |  |
| --- | --- |
| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **UTILITIES** |

**PO/Contract #:** [XXXXX-XX-X-XXXXX]

**Location/Facility:** [INSERT CITY/STATE/ATID/FACILITY TYPE]

| **CHECKLIST ITEM**  **(“/” means “or”)**  NAMING CONVENTION | **AMS Reference** | **IN FILE? Y / N or N/A** | **COMMENT:** State why a required item is not in file unless it is not applicable (N/A). |
| --- | --- | --- | --- |
| **SECTION 1 - CONTRACT / DOCUMENTS** |  |  |  |
| Utility Service Data  PO#\_USD | T3.8.8.D |  |  |
| PRISM PO#  PO#\_PO | T3.3.1 |  |  |
| Contract  PO#\_Contract | T3.10.1 |  |  |
| PR  PO#\_PR | T3.3.1 |  |  |
| Invoices  PO#\_Invoices | T3.3.1 |  |  |
| Termination  PO#\_Termination | T3.10.6 |  |  |
| Easements  PO#\_Easements | T3.8.8 |  |  |
| **SECTION 2 – CORRESPONDENCE** |  |  |  |
| E-Mails  PO#\_Email/Correspondence | T3.10.1 |  |  |
| Legal  PO#\_Legal Review/Concurrance | T1.15 |  |  |
| RETS  PO#\_RETS | T3.10.1 |  |  |
| Drawings  PO#\_Drawing | T3.10.1 |  |  |

**File Checklist prepared by:**

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Signature of preparer if different than RECO Date

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RECO Signature Date

QA review complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                       (QA signature)                                     Date