

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Construction Module

## Key Dates

### KEY DATES WINDOW

#### *Navigation*

Main Panel \ Contract Administration \ Contract Records \ Key Dates

#### *General Description*

SiteManager adds a set of default Key Dates automatically to each new Contract. The user creates the Key Date schedule and records the actual occurrence of Key Dates on this panel. The user can add, modify, and delete the Key Dates.

#### *Procedure*

These dates will be entered on all contracts as they occur. The District activating the contract can modify these dates on a contract-by-contract basis on the Key Date window.

#### *Field Table*

Field Name	KYTC Population Policy & Procedure
Contract ID	This field is auto populated with the Contract ID.
Key Date Type	Select Key Date Type.
Required to Activate	Indicates that a Key Date must occur before the Contract status can be changed from Pending to Active (e.g. Letting Date, Award Date, Execution Date). A Key Date cannot be both Required to Activate and Required to Finalize. <ul style="list-style-type: none"><li>- Do not modify this field. This is set to the default by System Administration. This field is non editable after activation.</li></ul>
Required to Finalize	Indicates that a Key Date is part of the Contract finalization process. A Key Date can not be both Required to Activate and Required to finalize. <ul style="list-style-type: none"><li>- Do not modify this field. This is set to the default by System Administration.</li></ul>
Distribution List	Search for applicable Distribution List. Group to be notified when the actual date of the Key Date event is entered. The user can search this field. After valid entry of a Distribution List, the Recipient User ID field is protected.
Recipient User ID	Search for applicable Recipient ID. Person to be notified when the actual date of the Key Date event is entered. The user can search this field. After valid entry of a Recipient, the Distribution List field is protected.
Message Text	Enter the message text as indicated in the KYTC Key Dates table section of this procedure. Most dates have default message text entries populated.

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

#### **KYTC Key Dates**

The table below shows all the Key Dates for KYTC. All dates will be default dates with the exception of “Other Inspection” dates. These dates should be manually added to the Key Date window by the District if the “Other Inspections” should be needed on the contract.

District Office before activation should review contract and remove the types of inspections not needed. For example if a resurfacing project, Structure Inspection, Landscaping, Electrical is typical not required. They can be added later if needed.

<b>Corrective Work Completed Date .....</b>	<b>3</b>
<b>Open to Traffic.....</b>	<b>3</b>
<b>Work Complete Date.....</b>	<b>3</b>
<b>Work Begin Date.....</b>	<b>4</b>
<b>Comprehensive Corrective Work Notification.....</b>	<b>4</b>
<b>Resident Final Check.....</b>	<b>4</b>
<b>Files received in District Office.....</b>	<b>4</b>
<b>District Final Check .....</b>	<b>5</b>
<b>Files Received in Central Office.....</b>	<b>5</b>
<b>Central Office Final Check .....</b>	<b>5</b>
<b>Structures Final Inspection Date .....</b>	<b>5</b>
<b>Structures Final Inspection Report Received.....</b>	<b>6</b>
<b>Structures Final Inspection Punch List Complete .....</b>	<b>6</b>
<b>Electrical Final Inspection.....</b>	<b>6</b>
<b>Electrical Final Inspection Report Received .....</b>	<b>6</b>
<b>Electrical Final Inspection Punch List Complete .....</b>	<b>7</b>
<b>FWHA Final Inspection.....</b>	<b>7</b>
<b>Roadway Inspection .....</b>	<b>7</b>
<b>Roadway Inspection Report Received.....</b>	<b>8</b>
<b>Roadway Inspection Punch List Complete.....</b>	<b>8</b>
<b>Signing Final Inspection.....</b>	<b>8</b>
<b>Signing Final Inspection Punch List Complete .....</b>	<b>9</b>
<b>Painting Final Inspection.....</b>	<b>9</b>
<b>Painting Final Inspection Report Received .....</b>	<b>9</b>
<b>Painting Final Inspection Punch List Complete .....</b>	<b>9</b>
<b>Striping / Reflectivity Final Inspection.....</b>	<b>10</b>
<b>Striping / Reflectivity Final Inspection Report Received .....</b>	<b>10</b>
<b>Striping / Reflectivity Final Inspection Punch List Complete .....</b>	<b>10</b>
<b>Landscaping Final Inspection.....</b>	<b>11</b>
<b>Landscaping Final Inspection Report Received .....</b>	<b>11</b>
<b>Landscaping Final Inspection Punch List Complete .....</b>	<b>11</b>
<b>Resurfacing Final Inspection .....</b>	<b>11</b>
<b>Resurfacing Final Inspection Report Received.....</b>	<b>12</b>
<b>Resurfacing Final Inspection Punch List Complete.....</b>	<b>12</b>
<b>Other Final Inspection .....</b>	<b>12</b>
<b>Other Final Inspection Report Received.....</b>	<b>12</b>
<b>Other Final Inspection Punch List Complete .....</b>	<b>13</b>
<b>Ready for Materials Check-RE .....</b>	<b>13</b>
<b>Ready for Materials Check- DME .....</b>	<b>13</b>
<b>FHWA Date of Formal Acceptance .....</b>	<b>13</b>
<b>Work Order Issue Date .....</b>	<b>14</b>

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Construction Module

**DATE OF MATERIAL CERTIFICATION LETTER ..... 14**

Field Name/Role	Description
<b>Key Date Type</b>	<b>Corrective Work Completed Date</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	No
Required to Finalize	Yes
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	All corrected work is completed to the Resident's satisfaction.
<b>Key Date Type</b>	<b>Open to Traffic</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	No
Required to Finalize	No
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Work Complete Date</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	No
Required to Finalize	Yes
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	Time charges stopped on Contract. Final inspections needed.

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Work Begin Date</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	Work Began on Project
<b>Key Date Type</b>	<b>Comprehensive Corrective Work Notification</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	Contractor has been sent all final inspection reports.
<b>Key Date Type</b>	<b>Resident Final Check</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	Final Check completed by Resident Engineer Office
<b>Key Date Type</b>	<b>Files received in District Office</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	District
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	Residency responsible for Contract and Central Office.
Recipient	N/A
Message Text	Files received in District Office for Final Check

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>District Final Check</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	District
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	Residency responsible for Contract and Central Office.
Recipient	N/A
Message Text	Files received in District Office for Final Check
<b>Key Date Type</b>	<b>Files Received in Central Office</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Central Office
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District and Residency responsible for contract.
Recipient	N/A
Message Text	Contract Received in CO for Final Check
<b>Key Date Type</b>	<b>Central Office Final Check</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Central Office
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District and Residency responsible for contract.
Recipient	N/A
Message Text	Final Check Completed by Central Office
<b>Key Date Type</b>	<b>Structures Final Inspection Date</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Structures Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Structures Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Electrical Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Electrical Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Electrical Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>FWHA Final Inspection</b>
Project Type (F/S)	Federal
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Roadway Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Roadway Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Roadway Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Signing Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Signing Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A



# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Signing Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Painting Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Painting Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Painting Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Striping / Reflectivity Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Striping / Reflectivity Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Striping / Reflectivity Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Landscaping Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Landscaping Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Landscaping Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Resurfacing Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	By whom inspection conducted and if corrective work required. ID By Joe Smith NO Corrective Work require or by

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

	Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Resurfacing Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Resurfacing Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Other Final Inspection</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	No
Person entering date	Person who conducts the Inspection.
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	Other Type, By whom inspection conducted and if corrective work required. ID Widget Inspection By Joe Smith NO Corrective Work require or Widget Inspection by Joe Smith Additional \ Corrective Work Required
<b>Key Date Type</b>	<b>Other Final Inspection Report Received</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	No
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

Message Text	N/A
<b>Key Date Type</b>	<b>Other Final Inspection Punch List Complete</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	No
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District responsible for Contract and Central Office
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>Ready for Materials Check-RE</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Resident Engineer / Office Manager
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District Materials, Central office Materials, District Office responsible for the contract, and Final Estimates
Recipient	N/A
Message Text	Materials Checked by Resident Office Staff
<b>Key Date Type</b>	<b>Ready for Materials Check- DME</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	DME
Required to Activate	N/A
Required to Finalize	N/A
Distribution List	District Materials, Central office Materials, District Office responsible for the contract, and Final Estimates
Recipient	N/A
Message Text	DME completed Materials Certification Check
<b>Key Date Type</b>	<b>FHWA Date of Formal Acceptance</b>
Project Type (F/S)	Federal
Default Key Date (Y/N)	Yes
Person entering date	Central Office
Required to Activate	N/A
Required to Finalize	Finalize
Distribution List	N/A
Recipient	N/A
Message Text	N/A

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Construction Module

<b>Key Date Type</b>	<b>Work Order Issue Date</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Contract Procurement
Required to Activate	Activate
Required to Finalize	N/A
Distribution List	District Responsible for Contract
Recipient	N/A
Message Text	N/A
<b>Key Date Type</b>	<b>DATE OF MATERIAL CERTIFICATION LETTER</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Project Certification Coordinator
Required to Activate	N/A
Required to Finalize	Finalize
Distribution List	FHWA when applicable, Central Office Construction, DME (of that district), Resident (of that field office only)
Recipient	N/A
Message Text	Materials Certification Complete by Central Office
<b>Key Date Type</b>	<b>MATERIALS CERTIFICATION REQUEST RECEIVED</b>
Project Type (F/S)	Federal and State
Default Key Date (Y/N)	Yes
Person entering date	Project Certification Coordinator
Required to Activate	N/A
Required to Finalize	Yes
Distribution List	District Materials and District Office responsible for the contract and Final Estimates
Recipient	N/A
Message Text	Materials Certification request received by Central Office Materials