Coordination with the District Maintenance Office

At the end of the construction phase, all projects are transferred to FDOT maintenance for operations. The District Maintenance Office provides continual inspection, repair, and rehabilitation necessary to keep the facility functional and safe. Since maintenance is the ultimate “owner” of the facility, the appropriate maintenance personnel should be involved throughout the project phases (PD&E, design, and construction). The Senior Project Engineer should work to keep the appropriate maintenance personnel involved throughout the construction phase. Utility permits must be coordinated with the District Maintenance Office.

The Senior Project Engineer should begin by inviting the appropriate maintenance personnel to attend the pre-construction meeting as part of the team. During construction, maintenance personnel should be invited to tour the project and witness the construction procedures. Except as allowed in ***Procedure No. 850-000-005***, ***Maintenance Responsibilities on Construction Contracts***, the construction contractor will maintain the project until final acceptance by the FDOT. The acceptance procedure includes a final “walk-through” by the contractor, CEI (if assigned on the project), PM, and maintenance personnel. During the walk-through, all questions should be answered, and concerns addressed. Appropriate maintenance personnel should be involved in final acceptance of the project, which will then be assigned to them.