Construction Payment Request Checklist

National Park Service (NPS) - Denver Service Center (DSC) | 9-11-17

**Checklist Completed By: Name**

# Checklist Completion Date: MM/DD/YY

# Project: Park, PMIS #, Description

**Contract No.: P17PCXXXXX**

**Pay Estimate: No.\_\_\_\_\_**

**Contractor: Company Name**

Completed Work:

Does the invoiced work meet contract requirements:  Yes  No  N/A

Uninstalled Material:

Does supporting documentation for uninstalled materials meet DSC requirements:  Yes  No  N/A

Previous Invoiced Amount:

Is the previous amount invoiced correct:  Yes  No  N/A

Unit Priced Work:

Is invoiced quantity no greater than contract quantity:  Yes  No  N/A

Payroll Reports:

Are all Certified Payroll Reports provided for the invoiced period of service:  Yes  No  N/A

Is the Payroll Report PII Certification / Transmittal Form complete:  Yes  No  N/A

Are the Payroll Reports in compliance with contract requirements:  Yes  No  N/A

Limitation on Subcontracting Report (required for socio-economic set-aside & sole source contracts):

Is the form complete and does the noted % meet the contract requirements:  Yes  No  N/A

Are the following documents updated and current:

Project Schedule:  Yes  No  N/A

Waste Management Worksheet:  Yes  No  N/A

CQC Reports (Daily, Test, Accessibility Inspection): Yes  No  N/A

Close-Out Submittals (Project Record Drawings, O&M Manuals, etc.):  Yes  No  N/A

Does the invoice include the correct amounts for:

Retainage:  Yes  No  N/A

Liquidated Damages:  Yes  No  N/A

% of total contract value invoiced & paid: XX%

**% of Contract Period of Performance elapsed: XX%**

Do you recommend payment of the amount requested:  Yes  No  N/A

Comments / Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_