Rudolph | Libbe

SITE WORK PRE-PLANNING AND SAFETY CHECKLIST

Job No	Project Name		Date
Company I	Representative(s)		
Other Representative(s)			
Safety and Ge	neral Items		
Existing Site Condi	<u>tions</u>		
1. Has existing site	been photographed or video t	aped for pre – existing st	ructures and conditions such as
damaged curb:			
2. Look at existing s	structures:		
3. What and where	are the existing utilities:		
4. Look at overhead	obstructions:		
5. Are there poles, v	vires, and anchors on or cross	sing the site:	
6. Can they be reloc	ated, moved, held, or booted	for protection:	
7. Notify DigSafe o	f intent to dig 811		
a) Record on dailie	es by:		
Permits, Permitting	, Inspection		
1. Has the local age	ncy (ies) been notified?	Names of the ager	ncy (ies) notified:
2. Meet with neighb	oors who will be affected by the Project File	he project:	R/L Project Manager Superintendent Safety

Original: Rudolph/Libbe Project File Revised 2/5/07

Overview of SWPPP Plan and Procedures

<u>Engineering</u>		
1. Has the design included a completed SWPPP drawing for us to follow:		
2. Has the engineer submitted the plan to the governing agencies?		
EPA Compliance		
1. Daily inspection binder / log assembled? Ready to use?		
2. Designated Site Inspector:		
Inspections, Log Book, and Site Record Drawings		
1. Who is responsible for the weekly inspection?		
a) Wet weather event inspection?		
3. Where are the record drawings and daily log sheets going to be filed?		
<u>Logistics</u>		
1. Are temporary roads required?Locations:		
Removal Required: Removal prior to completion?		
2. Does the site space permit topsoil berms to be built, installed, and seeded in lieu of silt fence?		
3. Can the silt fence be easily accessed for:		
Installation? Inspection? Maintenance? Replacement?		
4. If fence is in a wide open field, should wire or fence be strung adjacent to fabric to support it?		
5. Have catch basins been inspected and televised for pre-existing condition reports to be made:		
a) Has the local environmental service representative been included in the inspection?		
6. What is the nearest stream, creek or ditch:		
a) Should environmental measures be taken here?		

Wheel Cleaning or Truck Wash

1. Does the SWPPP plan require an entrance consisting of Rip Rap or large aggregate for wheel cleaning?

a) Should the depth of rock be increased for maximum load bearing and minimized maintenance?
b) Should an underdrain be installed to relieve the area of water collection?
c) Is the aggregate specified likely to get caught in the truck tires?
d) Should Tensar Geogrid be installed under the large stone?
e) Does existing site warrant / require a truck wash (dusty / ect.)?
f) Do the site conditions permit / allow sweeping to be performed safely, regularly, and cost effectively?
g) Who will perform this work?
h) Is a grease trap / manhole required?
i) Does existing storm drains allow for truck wash to be partially buried?
j) Is a clean water source available?
k) Is a permit required for a truck wash?
l) If used in winter / cold time of year, is there temporary heat available?
m) Is existing traffic likely to be impacted from icing?
2. Sampling requirements and timing thereof?
Earthwork Planning
Resources Planning
1. Crew size: Production goals:
2. Equipment types:
3. Special needs information:
4. Lead times for special pieces:
5. List of materials reviewed by team:

6. Take off done or review by Foreman:
7. Can multiple crews be completing work simultaneous of each other:
8. Special planning or coordination required prior to construction:
Dozer: Rented / Owned
Endloader: Rented / Owned
Backhoe: Rented / Owned / Bucket
Excavator: Rented / Owned / Bucket / GPS
9. Notify DigSafe of intent to dig, call 811
a) Record on dailies by:
Overview of Terrain
1. Does site need cleared and grubbed? Do stumps need removed?
2. Has the site topo been completed and processed:
3. Was AGTEK result verified with actual topo:
4. Has the Survey Department been notified of need for card?
a) CADD department?
5. Does the site need mowed, sprayed or chopped:
6. Does any cutting / filling need to be done for access: Where is your access:
Mass Cuts / Fills
<u>Resources Planning</u>
1. Crew size: Production goals:
2. Equipment types:
3. Special needs information:
4. Lead times for special pieces:

5. List of materials revie	wed by team:	
	w by Foreman:	
		her:
<u>General</u>		
1. Have the soil borings b	peen reviewed and accounted for:	Are there any issues:
	Use Existi	ing Soils:
a) Will soils require (dry	ying, discing and/or aerating) to lower moi	isture:
b) Will soil stabilization	or mixing be required:	
2. Is topsoil required:		
a) Stockpile or haul-off:		
b) Respread volume req	uired:	
c) What is the limit of st	ripping put with stone placement:	
3. Has AGTEK been revi	ewed and verified:	
		ltaneously:
c) Does Site Balance:		
		Any Permits Required:
e) Import:		
		aneously:

6. Are vests required:	Or Recommended:	
Protection Equipment Required:	Sec	urity:
7. Fueling will be done via: on-site tanks:	on-site truck:	outside vendor:
a) Special fire protection required for each l	isted above:	
8. Is work starting at the high end or the low	end of the site:	
9. Have you ID'd equipment and personnel in	nteraction (ramps, back-up alar	ms, ect.):
Sandy Soils		
1. Can the soil be screened or mixed and used	d for fills:	
a) Has the organic level in the soils been det	termined by an independent lab):
2. Is there a water source available to saturate	e sand for compaction:	
Clay Soils		
Natural moisture content:		
2. Optimum moisture content:		
3. Silt content:		
Site Logistics Planning		
Site Security and Site Fencing, Site I	Laydown, and Site Traffi	c Flow
Site Security		
1. Should outside security be contracted:		
2. Is there any night work required:		
3. Does the site warrant temporary lighting: _		
Site Fencing		
1. Has temporary fencing been installed to ma	aximum limits of site (right of	way or property lines):
2. Have gates for access, egress been maximi	zed: Quantity:	Location:
3. Can fence panels be utilized:		

4. Maximum height of fence required:
Site Laydown
1. Has CADD completed a scaled site drawing:
a) Has the building footprint been located?
2. Have trailers and conex boxes been placed onto drawing, including subs' equipment:
3. Has scheduling department generated a material procurement schedule:
a) Have these material deliveries been represented on the site drawing:
b) Can shipments be containerized or placed on trailers for easier site relocations:
4. Office trailer / steps / location
a) Office equipment:
b) Posted phone number inside trailer:
c) Temporary phone:
d) Internet connection:
e) Temporary electricity:
f) Potable water:
g) Security system:
h) Items to be posted at jobsite (see attached start-up packet list):
5. Subcontractors' office trailer area:
6. Are there parking facilities for Supervisors? Tradesmen?
7. R/L tool trailer / steps / location:
8. Subcontractors' tool trailer area:
9. Job Signs?
10. Storage areas for:
a) Fuel:
b) Oxygen: Acetylene:

c) Dumpsters:	
d) Print tables:	
e) Gang boxes:	
11. If additional space is warranted, can it be rented closely:	
12. Location of temporary power for trailer and site:	
13. Where does permanent power enter the building? Gas?	Water?
14. Lay-down areas for R/L and subs.:	
15. Portable toilet locations:	
16. Safety / first aid locations:	
17. Fire fighting equipment:	
18: Communications? Common channel on two-way radio: _	
19. Organizational structure:	
Who does one talk to for what:	
Between G.C. and all trades:	
20. What is the maximum or "worst case scenario" as far as volume of on site materials:	
a) Space requirements:	
21. Has supplier or distributor been asked about staging at their facility?	
22. If site is utilized for winter, is there adequate space for snow removal?	
23. Can snow be piled near catch basins or ditches to minimize mud during melt?	
Site Traffic Flow, Temporary Signage, and Traffic Controls	
Has general traffic flow pattern been developed:	
a) Have employee parking areas been determined:	
b) Have subs been contacted regarding number of personnel on site:	
c) Can empty trucks utilize one gate: Full trucks another:	
d) Is the concrete wash out area located on the exit rout?	

e) Is there room for deliveries to pull off to the side and let other traffic flow:		
f) Is there a designated unloading area so as to cue site personnel:		
g) Is there a turn lane or shoulder area that trucks can use while waiting:		
1) Has the turn lane been signed per RIDOT or local agency requirements:		
h) Are signs going to be posted for routes around the site:		
2. Is there adequate access from the road (designated as a truck route) for trucks to access:		
a) Are the radiuses large enough for truck tra	ailers:	
3. Is temporary stone thickness sufficient to su	apport heavy truck traf	ffic:
a) Should stone be put in as pavement sub-ba	ase:	
4. What are the weight limitations?		_ Frost laws?
5: Do the existing roads allow heavy truck tra	ffic:	Permits required:
6. How do trucks get in and out of the site?		
7. Is there an "In" gate and "Out" gate?		
8. Are there good roadways at the site?		
9. Clear access to truck unloading areas?		
10. Truck-level unloading docks?		
11. Are Truck unloading positions best located		
12: Is there a need for a crane access road:		
13. Are stop lights required:	Flag	gers:
a) Advanced warning signs:		
14. Any one-way street problems?		
15. Will local traffic be a problem?	At rush hours?	Shift changes?
16 Are efficient traffic patterns made clear to	everyone on site?	

Housekeeping Plan and Garbage Removal

1. Compactor:	Recycling:
2. Are large dumpsters provided at ground level?	
3. Concrete washout area?	
4. Are small dumpsters (on wheels or pallets) provide	ded on each floor / area?
5. Who moves what to where?	
b) Trade garbage?	
6. Floor sweeping?	
Who does it?	When?
Dewatering Overview of Topo. And Ex. Surface Drain	<u>uage</u>
<u>Drainage</u>	
1. Does the site have natural drainage:	
2. Can site surface be modified to provide drainage:	
3. Is the site typically wet?	
4. Does underground drainage need to be installed p	prior to work start:
5. Do soils allow sheet drainage:	
6. Should site be dewatered prior to start of project:	
7. What level is existing water table:	
	/el:
9. What is nearest stream, creek or ditch:	
10. Should environmental measures be taken here: Original: Rudolph/Libbe Project File	Copy: R/L Project Manager, Superintendent, Safety

Revised 2/5/07

11. Is storm outlet of system unrestricted:
12. Does existing line service other areas prone to flooding:
13. Existing lines' condition and preservation:
14. Does site rely on existing field tile to property drain:
a) Will these be intercepted:
15. How many do we want to preserve and/or operate:
16. Is work starting at the high end or the low end of the site:
Dewatering method – French drain / finger drain / stone trench
1. Diameter of tile properly sized for the area:
2. Does the tile need to have a sock:
3. Has the tile been aligned to match foundations, roads, etc.:
4 Is the tile deep enough to drain foundations, etc., to alleviate pumping:
5. Does aggregate need to be #57 or #8:
6. Does tile backfill need to be premium (so Gradalls can travel over trench):
7. Is the new line tying into an existing line:
8. Has trench stone been considered prior backfill with native material:
9. Does tile require a cleanout for maintenance:
10. Should a back-up system be installed also:
Stand Pipe and Pump Installation
1. Where will the pumps discharge to:
2. Is there temporary power available:
3. Has standpipe been properly sized to allow maximum inflows thus maximum efficiency on the pump
(12"/15"/18"/24"/30"/36")
a) If over 10" in diameter, can the pipe be extended to 3' or 4' above ground to eliminate fall hazard:

4. Does the pipe depth or alignment require a machine / machine access for placing and pulling the pump:
5. Has the Area been excavated to the correct elevation:
a) Has the stand pipe been placed 2' to 4' below this grade:
6. Will multiple stand pipes be required:
7. Has the pipe been verified for the elevation of the water table:
Utility Work Planning
Resources Planning
1. Crew size: Production goals:
2. Equipment types:
3. Special needs information:
4. Lead times for special pieces:
5. List of materials reviewed by team:
6. Take off done or review by Foreman:
7. Can multiple crews be completing work simultaneous of each other:
8. Who is the competent person: Log Available:
9. Special planning or coordination required prior to construction:
10. Notify Engineer, plumbing, fire protection subs of location information:
(required on RL drawings)

Permits, Permitting, Inspection

1. Has the local agency(ies) been notified of project:
2. Are there additional permits required:
Storm Water Connection / Tap:
Sanitary Tap:
Waterline Tap:
Hydrant Meter:
EPA Permit to Install:
NPEDES Permit:
3. Do we have the contact names and numbers gathered and posted:
4. Do we have special notification requirements:
<u>Drainage</u>
1. Should site be dewatered prior to start of project:
Types of Dewatering
Deep Wells:
Well Points:
Sumps / Standpipes:
2. At what level is the existing water table:
Utility Installation
<u>General</u>
1. Can multiple crews be installing lines independent of each other:
2. Is material Readily Available:
Water:
Sanitary:
Storm:

Original: Rudolph/Libbe Project File Revised 2/5/07

11. Evaluation of site specific safety measures including:
Ventilation:
Existing trenches running parallel / adjacent to ours:
Trench Boxes and shoring required:
Excavation >20' deep engineered:
Low pressure testing with air balls:
Vibration from traffic and equipment:
12. Have all sewers been identified for protection or utilization:
Waterline Installation
Resources Planning
1. Crew size: Production goals:
2. Equipment types:
3. Special needs information:
4. Lead times for special pieces:
5. List of materials reviewed by team:
6. Take off done or review by Foreman:
7. Can multiple crews be completing work simultaneous of each other:
8. Is the new line tying into an existing line:
a) Has existing diameter been verified:
b) Adequate couplers available:
c) Shut down or live tap:

d) If tying into a dead end, is existing restrained:
9. Are the domestic waterline and fire waterline separate connections:
10. Evaluating of site specific safety measures including:
a) Trench Box and shoring plan required:
b) Thrust Blocking and joint restraining:
c) Does existing soil require more:
d) Existing lines' condition and preservation:
e) Have we requested reduction of existing line pressures:
f) Emergency Shut-off / notification procedures:
11. Largest structure requires lift oftons
a) Do we have proper lifting devices / rigging:
12. Does testing require concentrated chlorine discharge:
13. Sampling requirements and timing thereof:
Storm Sewer Installation
Resources Planning
1. Crew size: Production goals:
2. Equipment types:
3. Special needs information:
4. Lead times for special pieces:
5. List of materials reviewed by team:
6. Take off done or review by Foreman:

7. Can multiple crews be completing work simultaneous of each other:
8. Is the new line tying into an existing line:
a) Does existing line fill completely during heavy rains:
b) Is outlet of system unrestricted:
c) Does Existing line service other areas prone to flooding:
8. Evaluation of site specific safety measures including:
a) Trench Box and shoring plan required:
b) Flash Flooding possibility:
c) Existing lines' condition and preservation:
d) Ventilation and air monitoring:
9. Does new installation require grouting of any interior joints after installation:
10. Final adjustments to take place before / after paving:
11. Largest structure requires lift oftons
a) Do we have proper lifting devices / rigging:
12. Bypass Pumping Required:
Any Additional Comments: