

APPENDIX C7 – PRE-CONSTRUCTION CHECKLIST

The following page is a checklist that has been prepared to aid in the preparation and execution of a pre-construction meeting for “substantial” permit projects.

PRECONSTRUCTION NOTES/CHECKLIST

DATE: _____ PERMIT NO: _____ DISTRICT: _____
COUNTY: _____ MUNICIPALITY: _____ SR: _____
PERMITTEE: _____
DEVELOPMENT NAME: _____
DEVELOPER CONTACT: _____
CONSULTANT(S): _____
CONTRACTOR(S): _____
DEPARTMENT SUPERVISOR: _____
DEPARTMENT INSPECTOR: _____
PERMITTEE'S INSPECTOR: _____

*include phone/e-mail information for each contact

1. Status of Permit

Type of Work: _____

- Permit has been issued.
- Permit has been conditionally approved/is in recording process.
- Permittee copy of permit/related documents must be on project site at all times.
- Comments: _____

2. Supplements

- Any amendment or change of work from what was originally permitted requires a supplement before work is performed.
- If work has not been completed by the completion date, a supplement must be submitted before expiry of the permit.
- If completed work differs from what is shown on approved plans, a supplement with as-built plans attached must be issued prior to permit closeout.
- Comments: _____

3. Status of Letter of Credit/Bond

- Security is not required (if security is not required, skip remainder of section).
- Security requirement has been waived due to municipally initiated driveway project.
- Security must be provided before start of work.
- Security has been forwarded to Central Office for review.
- Security has been returned for additions/corrections.
- Company has blanket security. If so, furnish copy with documentation.
- If blanket security amount does not cover all work, additional security must be provided.
- Letter of credit for project has been provided by third party.
- PennDOT must be listed as co-beneficiary.
- Comments: _____

4. Status of Insurance

- Insurance certificate submitted and approved.
 - Insurance policy is current and will not have expired at time of work.
 - Insurance is being obtained by permittee's contractor.
 - Insurance has been forwarded to Central Office for review.
 - Work may not start until insurance certificate is approved.
 - Project will require blasting- no blasting will be permitted until additional insurance and blasting plan have been approved.
 - Comments:
-

5. Acknowledgement of Restoration

- Form M-945U must be executed if other than pneumatic tire equipment is used or if any material is going to be placed on pavement or shoulder.
- Form must be executed by permittee, not the contractor.

6. Photo-documentation

- Acceptable photo-documentation has been submitted, if required.
 - Acceptable photo-documentation must be delivered to the District prior to start of work.
 - Photo-documentation was not acceptable and has been returned.
 - Comments:
-

7. Anticipated Work Schedule

- PennDOT must be given notice by permittee ___ business days prior to start of work.
 - The anticipated starting date in the Department right-of-way is _____.
 - Anticipated completion date: _____
 - Anticipated work schedule: _____
 - Anticipated number of crews: _____
 - Comments:
-

8. Permit Inspector Invoicing

- Full time inspection will be assigned to work within the State right-of-way (If not, skip remainder of section).
- The inspector invoice forms will be signed by _____.
- If not provided at preconstruction meeting, written correspondence documenting who is authorized to sign off on billing and payments shall be provided to the District Office.
- Inspector's invoice form must be signed daily.
- Overtime will be charged for over 8 hours/day, 40 hours/week.

- Payroll additive approximated _____% for Department inspectors.
- Any day that the inspector reports to the project and the permittee's contractor does not work, the permittee will be billed: (per consultant agreement) and 2 hours for the day plus travel time (for Department inspector).
- Comments:

9. Acknowledgement of Completion

- When the permitted work is completed, the permittee must notify the District Office.
- Comments:

10. Responsible Persons and Telephone Numbers

- Provide Department with contact information for the permittee, including emergency telephone numbers for both the permittee and contractor working on project:

- Telephone number for funding Agency: _____
- Agency will be contacted for noncompliance.
- Comments:

11. Traffic Control and Detour Approvals

- All Pub. 213 signing must be set up on the project site before any work on right-of-way can be performed.
- Application for detour must be submitted to the District Traffic Unit at least 2 weeks prior to set up. The Traffic Control Plan must include area of road to be closed and the alternate route.
- Signing must be checked and maintained continuously.
- At end of workday, signs must be taken down or covered and equipment staged outside of R.O.W.
- Notify the permit inspector in charge three days in advance for any lane restrictions or lane closures. On the day(s) of the actual work, contact the inspector prior to traffic control devices being placed. You will need to inform the inspector of the start and stop times of the restrictions. The inspector will, in turn, notify the **Traffic Management Center (TMC)**. You must recall the inspector (stoppage time or earlier) and verify the stop time was met and the traffic restrictions have been removed.
- As directed, local and/or state police, fire departments, emergency services, school district transportation coordinators, post offices, etc. must be notified prior to imposing traffic control.

Comments:

12. Hard Hat and Safety Color

- Publication 213-compliant hard hat and appropriately colored vest, shirt or jacket must be worn by all personnel in or adjacent to the traffic within the right-of-way.
 - Reflectorized garments must be worn during the dark hours.
 - Comments:
-

13. O.S.H.A

- O.S.H.A. requirements, in particular backup alarms on all vehicles and proper shoring, will be enforced.
 - Comments:
-

14. Citations

- Consistent with Pub.282, Department Citations will be used to document violations, including those pertaining to traffic control setup, compaction, etc.

15. Highway Materials

Publication 408 Roadway Standards

Pub 72M

- Select granular material (2 RC) is not obtained from an approved source as listed in Department Publications. Therefore, permittee must arrange with the Permit Manager to have the 2 RC stockpile tested.
 - 2 RC material must be from an accepted source and will be tested in accordance with Department Publication 19 (Field and Laboratory Testing Manual).
 - Other highway materials must be obtained from an approved source.
 - Flowable Fill is an acceptable substitute backfill material and preferred if opening in pavement and/or shoulder.
 - For backfill operations, a certified nuclear gauge tester must be provided if required, consistent with Pub 282, Subchapter 5.1.
 - Comments:
-

16. Notification of Material Inspection

- Provide notification of all fabricated materials to be inspected using Form CS-430.
- All fabricated materials used within Right-of-Way must be inspected and approved by a Department inspector prior to use, per Publication 408.
- Shop inspection does not relieve obligations of field inspector.

Comments:

17. Backfill Operations

- Backfill material shall be placed in loose layers not to exceed 4 inches (8 inches if vibratory compaction equipment is used) or as authorized under Publication 408.
 - Each layer shall be thoroughly compacted to preclude subsidence, under section 601.3(f) of Publication 408.
 - Testing documentation.
 - Comments:
-

18. ADA Ramps Construction and Compliance

- As required, obtain approved TIF documents prior to construction.
 - Comments:
-

19. Paving Operations

- Prior to paving, QC plan must be submitted and approved.
 - Comments:
-

20. Pavement Markings

- Any damage to existing pavement markings must be repaired.
 - Place the center and lane line pavement markings on milled and newly paved surfaces by the end of each work period.
 - Eradicate all temporary pavement markings when no longer applicable.
 - Comments:
-

21. Signal Permit

- All signal operations must be tested by Department staff.
 - All materials associated with signal permit must be approved in Bulletin 15 or Publication 408.
 - Any discrepancies from signal permit should be reflected in as-built plans provided to District.
 - Comments:
-

22. Items Unique to This Permit

Any other location-specific considerations, stream crossings, urban areas, time restrictions, location of other utilities:
